

***Fund Administration and
Standardized Document Automation
System***

(F A S T D A T A)

FUND ADMINISTRATOR

USERS GUIDE

***WEB VERSION 10-1L
DECEMBER 2012***

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FASTDATA WEB INTRODUCTION

BENEFITS

FASTDATA WEB:

- Operates in a web-based environment as an alternative to the existing client/server application
- Provides the capability to manage funds at various levels to allow individual Command flexibility
- Offers processing of multi-year appropriations
- Processes O&M,N; Allotment; RPN; MPN; and RDT&E funding types
- Offers the opportunity to upload authorizations and RC funds to STARS-FL
- Assigns document numbers for source documents or memo records
- Captures transactions for submission to STARS-FL
- Provides a methodology for reconciling with STARS-FL
- Provides reports for funds management
 - Up-to-date status of available funds
 - Detailed document history reports

REPORTING TROUBLE CALLS

To allow the FA to determine the type of trouble call that is being addressed, all FA issues requiring assistance should be filtered through the System Administrator Alternates at each FA.

The Alternate System Administrator or the FA user assigned to Funds Management privileges to be able to move and rearrange Financial Framework; and this functionality may allow the FA to resolve many of the issues that arise. Therefore, users should first contact their Supervisor at the Fund Administrator level; then contact the Alternate System Administrator for his FA; and if issues are still not resolved, contact the FASTDATA Help Desk.

The FASTDATA Helpdesk is operated at NETPDTC in Pensacola, Florida. Contact number is: 1-850-452-1001, Option 1, then Option 5. Email address is: Fastdata.helpdesk@navy.mil.

If a call is placed to the 877-number, the issue will go directly to the customer representatives who will be responsible for the resolution of your issue. They can document and create a ticket, and possibly provide guidance on your first call, depending on the nature of the problem.

For after-hours support, email the nature of your problem to the above helpdesk email address; and it will be addressed first thing on the following business morning.

NOTE: If a user is having difficulty signing on to FASTADATA, a message will be displayed that includes the name and contact information for his System Administrator or Alternate.

STRUCTURE

FASTDATA Web is accessed through a secure internet connection. Implementation of the Web begins with the Database Administrator (DBA) who will create a System Administrator (SA) Role for your Command's chosen representative and will provide him/her a User ID and password. This person is automatically associated with your Major Command and assumes implementation duties. Upon receiving required forms from the requesting command, the DBA is also responsible for creating FASTDATA Web users for each activity and assigning these users a default password.

The System Administrator will then proceed to establish Roles within FASTDATA Web and will assign users to these roles. Every FASTDATA user must be assigned to at least one Role.

ROLES USED WITHIN FASTDATA WEB

System Administrator (SA)	Alternate System Administrator (ASA)
Major Command (MC)	Component Command (CC)
Resource Manager (RM)	Fund Administrator (FA)
	Site

System Administrator (SA)

The System Administrator (SA) is an individual who has the capability to maintain user accounts that were established by the DBA; create user roles for all other application levels (Component Command (CC), Resource Manager (RM), Fund Administrator (FA), and Sites); assign users to these roles; create FA and Site workgroups which define the level of access for user roles; and assign users to those workgroups. The primary System Administrator (SA) may assign Alternate System Administrators and determine the level of authority at which they may function.

Major Command (MC)

A Major Command may be a bureau, office, command, or headquarters designated as an administering office under the Operation and Maintenance appropriations in NAVSO P-1000. Navy Major Commands receive operating budgets directly from the Chief of Naval Operations Fiscal Management Division (N-82).

The Major Command may be part of what is known as an "Upper Level" funding chain that can initially enter funds at a Major Command, Component Command or Resource Manager level and push to the Fund Administrators.

For example, the MC may establish a Resource Authorization in which the MC entered funds. Subsequently, the MC would distribute some or all of those funds to the Fund Administrator, either directly or via a Component Command and/or Resource Manager. Various scenarios of how to use the Upper Level funding chain are discussed in Appendix A.

This upper level configuration will allow a hierarchical system of user accesses that will allow drill-down and roll-up views of a command's accounting and financial framework.

Component Command (CC)

A Component Command may be a Bureau, office, or command designated as an administering office that receives an operating budget from a MC. In FASTDATA Web, the Component Command may also be part of the “Upper Level” funding chain discussed above under **Major Command**. The Major Command may pass funds through a Component Command to the FA. If this capability is used, the Component Command has enhanced visibility of the work being done at the FA and Site. Various scenarios of “Upper Level” funding are discussed in Appendix A.

Resource Manager (RM)

A Resource Manager is the head of a staff element responsible for the management of a specified appropriation or its subdivision, revolving fund, or for the management of the overall work force authorization. A Resource Manager may bear the title of comptroller, appropriation, budget program, or budget activity manager and may be responsible for numerous FAs.

The Resource Manager may be part of the “Upper Level” funding chain discussed above under **Major Command**. The Major Command may pass funds through a Resource Manager to the FA. If this capability is used, the Resource Manager has enhanced visibility of the work being done at the FA and Site. Various scenarios of “Upper Level” funding are discussed in Appendix A.

Fund Administrator (FA)

A Fund Administrator has control of the money designated for a particular Line of Accounting (LOA). The money for the fiscal year’s appropriation may be received by the FA from the Major Command, Component Command, or Resource Manager or may be entered at the FA into a Resource Authorization. The FA will still be responsible for establishing the Financial Framework of their Command.

The FA funds must be divided and made available to the FA's associated Sites. The money that the FA distributes to each Site can be Direct and/or (Funded) Reimbursable. Direct money is the FA’s obligation authority that will be used by Sites to obligate for their own needs, i.e., supplies, office equipment, utilities, etc. Reimbursable funding is money that the FA has received from another activity, citing the other activity's LOA, for the purpose of supplying goods or services to the requesting activity (i.e., developing software for them).

Once a Site has created its documents and generated transactions, the data is transmitted to the FA for review. The FA then sends this data to the official accounting system (STARS-FL). STARS-FL will, in turn, gather all the expenditures (payments) that are for a particular FA and will export them to the respective FA. The FA will import these expenditures from STARS-FL and then release them to the individual Sites that originally created the obligation transaction, thus completing the cycle of the document.

Site

A Site may be a department, division, directorate, or sub activity that receives its control data (funding) from the Fund Administrator.

Sites are created by the System Administrator and associated with an FA at that time. When that FA creates the financial framework, each OPTAR must also be associated to a Site to indicate which entity (Site) will be creating documents against that OPTAR’s budget. Once the financial framework is received from the FA, Site users can begin creating documents. These documents

generate accounting transactions (commitments, obligations or accounts payable) that flow through the FA to STARS-FL.

FINANCIAL FRAMEWORK

The Financial Framework is created by the FA and contains levels of financial control data consisting of a Responsibility Center, Operating Target, Authorization, Job Order Number and Serial Range. Each is defined below:

Responsibility Center (RC)

The Responsibility Center record reflects all or a portion of the money allotted to a particular line of accounting by the Resource Authorization. It will be associated with an Appropriation, BCN, Subhead, BP/Allotment, SA/OB Suffix and AAA Code. Each RC may have one or many Operating Targets (OPTARs) attached to it.

Operating Target (OPTAR)

Within an RC, the OPTAR will identify certain types of money control such as whether the money source is Direct (from Major Command) or Reimbursable (from another activity). The OPTAR record contains a “check for funds” feature that allows for more control over the associated Site’s spending. An OPTAR can never be attached to more than one RC. Each OPTAR can have one or many Authorizations attached to it.

Authorization (AUTH)

Each Authorization is given only direct or reimbursable money as is dictated by the owning OPTAR. The Authorization will identify different types of money control within the OPTAR such as Ceiling or Fenced and Labor or Other (non-labor). An Authorization can never be attached to more than one OPTAR; however, multiple Authorizations can be attached to one OPTAR. Each Authorization can have one or many Job Order Numbers attached to it.

The FA will distribute dollars at this Authorization level, and the dollars roll up to the assigned OPTAR level.

Job Order Number (JON)

JONs are used to capture dollars spent when Sites input financial transactions. They are used as a means to identify a specific line of accounting by their attachment to an Authorization, OPTAR, and ultimately a Responsibility Center. JONs may be created in FASTDATA and uploaded to STARS-FL or may be created in STARS-FL and brought into FASTDATA.

Serial Ranges

Serial Ranges are provided to Sites for use in automatically assigning the last four positions of a Milstrip DCN and the last five positions of a standard document number (SDN). For example, a Milstrip DCN would begin with a service code and UIC, followed by the Julian date. The last four positions are derived from the serial range established by the FA.

N00188 3091 _ _ _ _ _

A standard document number also begins with the service code and UIC, but it is followed by the 2-position fiscal year and the document type. The last five positions are derived from the serial range established by the FA.

N00188 13 TO _ _ _ _ _

Serial ranges may be set up for one document type (such as the TO above for travel orders) or may be set up to accommodate all document types.

Serial Ranges can be established so that the Site can use the range when creating documents for any existing OPTAR - OR - the range can be established so that it is specific to only one OPTAR. To accomplish this, when creating the new serial range, the FA would have to “Set Site” and then choose the desired OPTAR from the RC/OPTAR dropdown.

The screenshot shows the 'New Serial' form with several fields and a dropdown menu. A red arrow points to the 'Set Site' button, and another red arrow points to the 'RC/OPTAR' dropdown menu. The form includes the following fields:

- Site: OFF00 (dropdown)
- Set Site (button)
- Description: (text box)
- RC/OPTAR (dropdown menu showing options: AA / 01, AB / 07, BU / 03, BU / 08, BU / 09, MY / MY01, TM / 1A)
- Beginning Serial: (text box)
- Ending Serial: (text box)
- Last Serial: 00000
- SDN UIC: (text box)
- Deactivate: (checkbox)
- Service Code: N - Navy Activities (excluding Marine Corps) (dropdown)

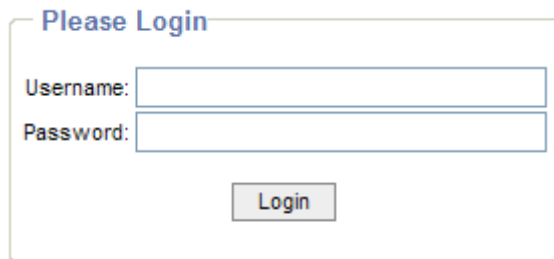
Serial Ranges cannot overlap the Beginning or Ending Serial Number of another Serial Range for the same document type within the same SDN UIC.

The Fund Administrator has the capability to deactivate/reactivate and/or delete a serial range that has been released to a Site. The steps required for these actions are provided in your Online Help.

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FASTDATA WEB NAVIGATION

When a new FA user types in the FASTDATA Web URL, a Legal Notice page will appear. After reading it and clicking OK, first time users will receive a screen containing the following:



A login form titled "Please Login" in blue text. It contains two input fields: "Username:" and "Password:". Below the fields is a "Login" button.

The first time you use FASTDATA, enter the Username and Password that was provided to you. **Your CAC will be enabled for future logons.** Once you are connected to FASTDATA, the first screen you will see will be similar to:



The FASTDATA web interface after login. The header shows the FASTDATA logo and "Funds Administration and Standardized Document Automation System". Below the header, a "Please Select a Role" dialog box is displayed, showing a dropdown menu with "System Administrator" selected and a "Select" button.

In the "Please Select a Role" area, the highest level to which you have been assigned will be the first role shown. All roles to which you have been assigned will be visible by using the dropdown arrow.

Select your applicable FA from the dropdown list to reach a screen similar to:



The FASTDATA main menu screen. The header shows the FASTDATA logo and "Funds Administration and Standardized Document Automation System". Below the header, a dropdown menu is open, showing a list of options: "Funds Management...", "Expenditure Process...", "Reports...", "File Manager...", and "Utilities...". A red arrow points to the dropdown menu. Another red arrow points to the "Change Role" button in the top right corner.

Notice that the current **Version** of the FASTDATA application is displayed on the top, left of the screen. At the top right, use the dropdown list to display all roles to which you have been assigned. To switch from the present role to another, highlight and click on the desired new role and select **Change Role**. Other header items are:

Current Role - The role the user has selected for this FASTDATA session, including the FA ID.

FY/QTR: The fiscal year and quarter in which the user is working. This may be changed, if desired. See “Change FA/FY/QTR” below.

Home – Selection of this header item returns the user to the Main Menu. (To get from one menu item to the next, selecting Home will close the screen you currently have open and take you back to the menu page to select another menu item.)

Help – Select Help to view online Help for the currently displayed page.

Change FA/FY/QTR – This option allows you to change the current FA, Fiscal Year, and Quarter. (To run Reports or perform any function in other than Current Year, select this option.)

Logout – Select Logout to return to the FASTDATA Login page.

The main functions available to the FA are listed on the left side of the screen as shown on the figure below. Each of these main levels contains sub-levels that are listed on the next page and described in detail throughout the User Guide.



Funds Management Sub-levels:



Expenditure Process Sub-levels:



Reports - The FA Reports menu provides a variety of reports for users with the necessary access. When you open a report, it displays in the Print Preview page, allowing you to see how the report will print before actually printing it. You can print and save your reports in standard Adobe Format, Comma Separated Value format or Excel format including column headers.

File Manager Sub-levels:



Utilities Sub-levels:



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FA FUNCTIONS

GENERAL INFORMATION

- FASTDATA provides automatic generation of accounting transactions that travel from the Sites via the FA to STARS-FL. After transactions have been paid in STARS-FL, the expenditures are imported into FASTDATA by the FA, who then releases valid expenditures to the appropriate Sites for posting to their records.
- Keep in mind that any time **CLOSE** is performed prior to **SAVE**, all input or changes will be lost, and the user will be taken back to the prior screen.
- You are encouraged to **NOT** to use the **Browser Back Button**, as the selection of **CLOSE** or **HOME** on the FASTDATA menu bar will perform this function, depending on what screen the User is working.
- All FA User access is defined by the System Administrator.

All subsequent pages assume the FASTDATA user is signed onto the system, following the steps in the [FASTDATA Web Navigation](#) section of this document.

FUNDS MANAGEMENT

Each of the Funds Management features provides the FA the functionality to build and maintain its financial structure and to release this data to the Sites associated to the FA. The Funds Management functionality also allows for the cost redistribution and correction of suspended expenditures at the FA level, as well as the ability to suspend/un-suspend expenditures and accounting transactions.



GENERAL SETTINGS -FA OPTIONS

General Settings - FA Options		
FA ID:	NOFA01	
FA Description:	NO FA 1	
Current FY ID:	2012	
Suspend Non-preceded Expenditures	On	Off
Suspend Labor Non-preceded Expenditures	<input type="radio"/>	<input checked="" type="radio"/>
Suspend Non-Labor Non-preceded Expenditures	<input type="radio"/>	<input checked="" type="radio"/>
External Interface Funds Check	On	Off
MPC Check For Funds	<input checked="" type="radio"/>	<input type="radio"/>
DTS/SPS/EDI/ERP Check For Funds	<input checked="" type="radio"/>	<input type="radio"/>
Automatic Quarter Roll	On	Off
Select Automatic Quarter Roll Option	<input type="radio"/>	<input checked="" type="radio"/>
Export JONS in Error Status	On	Off
Select Export JONS in Error Status Option:	<input type="radio"/>	<input checked="" type="radio"/>

Suspend Non-preceded Expenditures:

If the SA has given Update access to this feature, the FA may elect to suspend all Labor and/or Non-Labor Non-preceded expenditures received, with the intent of either un-suspending them after the Site has created the corresponding document or purging them at a future date. Default

is not to suspend (Off). This feature may also be turned on at the SA level when an FA is created. Suspension caused by this feature will not apply to STARS-FL Cost Transfers.

External Interface Funds Check

The user will indicate on this screen whether or not transactions from the listed external systems are to be allowed to import into FASTDATA with no regard to the Funds Check indicator in the OPTAR record and/or the Ceiling and Fence indicators in the Authorization record. Systems listed are: Military Purchase Card (MPC); Defense Travel System (DTS); Standard Procurement System (SPS); Electronic Data Interchange (EDI) and Enterprise Resource Planning Systems (ERP). If the indicator is OFF, the records will bypass funds checking validations.

The default is ON. If the user changes the indicator to OFF, the records from that system will bypass funds checking validations and ceiling and fence indicators and process into FASTDATA even if it causes available funds to go into the negative. This will apply to transactions entering the system through the listed external interfaces, either automatically or reprocessing from suspense.

Automatic Quarter Roll

The FA now has the option to automatically control the Quarter Roll for all their Sites. The option to not check the automated quarterly roll is still there for the FA to determine whether or not they want to use it.

The system automatically rolls the FA to the new quarter on the first day of the new quarter. The FA has the option to set up the process to be performed automatically at the Site, without requiring human intervention. The FA must apply this automatic process to all Sites or no Sites. If the function is turned ON, it will silently roll to the new quarter for all Sites within the FA. If OFF is selected, it will remain a manual process for each Site to perform each quarter.

Export JONs in Error Status

Setting the "Export to STARS" to 'N' prevents the JON from continuously exporting to STARS until the JON is corrected and set to export again. Conversely, if "Export to STARS" is 'Y', the JON will continue to export until it has been corrected.

FA SUMMARY

The seven tabs on the view-only FA Summary page provide users quick access to data associated with the selected FA.



Site Tab

The first tab displays all Sites associated to the FA. For each Site Description, Authorized amount, Obligated amount, and the available Balance display. The Site totals will display at the bottom of the list. (See figure below.)

The screenshot shows the 'Site' tab of the FA Summary page. It includes a filter section and a table of site data.

Filter

Direct/Reimbursable:

Site	Description	Authorized	Obligated	Balance
OFF00	OFFICER PROGRAMS	499,000.00	5,282.31	493,717.69
ONBASE00	ON-BASE PROGRAMS	0.00	0.00	0.00
Total		499,000.00	5,282.31	493,717.69

To Exit the screen, select Close. To move to a different tab, click on the desired tab.

Serial Tab

The Serial Range tab of the FA Summary will display all ranges available in each Site associated to the FA. The information displayed will list the Site, Deactivated symbol (if checked), Beginning and Ending serial range, Last serial used in that group, Description, Service, SDN UIC, RC, and OPTAR. (RC and OPTAR will only be listed if the serial range was restricted to use by that particular combination.)

FA Summary

Site

Serial

RC

OPTAR

Auth

JON

User

Filter

Direct/Reimbursable:

Site	Deactivated	Beginning	Ending	Last	Desc	Service	SDN UIC	RC	OPTAR
OFF00	<input type="checkbox"/>	A1000	A1500	A1000	SDN Serial Range-Gen	N	EDU00	N/A	N/A
OFF00	<input type="checkbox"/>	A5000	A5200	A5009	SDN SOFTWARE	N	EDU00	N/A	N/A
OFF00	<input type="checkbox"/>	B500	B525	B501	MILSTRIP SOFTWARE	N	EDU00	N/A	N/A
OFF00	<input type="checkbox"/>	B700	B730	00000	MILSTRIP Serial Range-Gen	N	EDU00	N/A	N/A
OFF00	<input type="checkbox"/>	C100	C150	C100	DD1155 RANGE	N	EDU00	N/A	N/A
ONBASE00	<input type="checkbox"/>	B300	B330	00000	MILSTRIP SOFTWARE	N	EDU00	N/A	N/A

Close

RC Tab

The RC tab will provide a summary of all RCs within the FA framework. Displayed on the screen will be each RC code, applicable FY, RC Funds amount from the RC record, Authorized amount from all Authorizations associated to the RC, Obligated amount from all Sites associated to the RC, and Available Balance at the RC. The bottom of the list will show the grand total for all RCs within the FA.

FA Summary

Site

Serial

RC

OPTAR

Auth

JON

User

Filter

Direct/Reimbursable:

RC	FY	RC Funds	Authorized	Obligated	Balance
AA	2011	0.00	4,000.00	0.00	4,000.00
AB	2011	7,000.00	130,000.00	5,282.31	124,717.69
BU	2011	2,000.00	303,000.00	0.00	303,000.00
MY	2011	0.00	0.00	0.00	0.00
TM	2011	15,000.00	62,000.00	0.00	62,000.00
Total		24,000.00	499,000.00	5,282.31	493,717.69

Close

Select Close to exit, or click on another tab.

OPTAR Tab

The OPTAR tab will display all OPTARS associated to the FA to which the user is signed on. The list will display, by RC, OPTAR and Title, Authorized amount, Obligated amount and Available Balance. Totals for the entire FA will be displayed at the bottom of the list.

FA Summary

Site

Serial

RC

OPTAR

Auth

JON

User

Filter

Direct/Reimbursable:

RC	OPTAR/Title	Authorized	Obligated	Balance
AA	01 AUTH OPTAR	4,000.00	0.00	4,000.00
AB	07 TRNG PROGRAM 07	130,000.00	5,282.31	124,717.69
BU	03 BUD OPTAR 3	101,000.00	0.00	101,000.00
BU	08 BUD OPTAR 8	101,000.00	0.00	101,000.00
BU	09 BUD OPTAR 9	101,000.00	0.00	101,000.00
MY	MY01 MULTIYEAR OPTAR 1	0.00	0.00	0.00
TM	1A TRAINING PROGRAM 1	62,000.00	0.00	62,000.00
Total		499,000.00	5,282.31	493,717.69

Close

Auth Tab

The Auth tab will display by RC, OPTAR, Authorization, Total Authorizations, Total Obligations, & Available Balance. The grand total for the FA will be reflected on the bottom.

FA Summary

Site

Serial

RC

OPTAR

Auth

JON

User

Filter

Direct/Reimbursable:

RC	OPTAR	Authorization	Total Authorizations	Total Obligations	Available Balance
AA	01	AUTH01	4,000.00	0.00	4,000.00
AB	07	7A0001	74,000.00	4,692.31	69,307.69
AB	07	7A0LBR	56,000.00	590.00	55,410.00
BU	03	BU003A	50,500.00	0.00	50,500.00
BU	03	BU003B	50,500.00	0.00	50,500.00
BU	08	BU008A	50,500.00	0.00	50,500.00
BU	08	BU008B	50,500.00	0.00	50,500.00
BU	09	BU009A	50,500.00	0.00	50,500.00
BU	09	BU009B	50,500.00	0.00	50,500.00
MY	MY01	MY0001	0.00	0.00	0.00
TM	1A	1A0001	62,000.00	0.00	62,000.00
Total			499,000.00	5,282.31	493,717.69

Close

Select Close to exit or click on another tab.

JON Tab

The JON tab will display all of the JONs built into the FA's financial framework. The JONs will be listed by associated RC, OPTAR, Authorization, JON, JON Description, and Obligated amount. The bottom will show the total obligated for all JONs in the FA.

FA Summary

Site	Serial	RC	OPTAR	Auth	JON	User
------	--------	----	-------	------	------------	------

Filter
Direct/Reimbursable:

RC	OPTAR	Authorization	JON	Description	Contingency	Obligated
TM	1A	1A0001	68045111100	MASONRY		0.00
TM	1A	1A0001	68045122200	PLUMBING		0.00
BU	03	BU003A	6809410311A	GENERAL OPS 1		0.00
BU	03	BU003B	6809410311B	GENERAL OPS 2		0.00
BU	08	BU008A	6809410811A	GENERAL OPS 1		0.00
BU	08	BU008B	6809410811B	GENERAL OPS 2		0.00
BU	09	BU009A	6809410911A	GENERAL OPS 1		0.00
BU	09	BU009B	6809410911B	GENERAL OPS 2		0.00
AA	01	AUTH01	EDU001AA010	STARS AUTH JON		0.00
AB	07	7A0001	EDU001AB100	SOFTWARE BUYS		1,297.46
AB	07	7A0001	EDU001AB250	MISC OPS		45.00
AB	07	7A0001	EDU001AB300	SOFTWARE OTHER		3,065.85
AB	07	7A0001	EDU001AB350	PROVISIONS		15.00
AB	07	7A0001	EDU001AB450	EQUIPMENT		100.00
AB	07	7A0001	EDU001AB672	CT JON		169.00
AB	07	7A0LBR	EDU001FG000	LABOR FRINGE		50.00
AB	07	7A0LBR	EDU001LB000	LABOR JON		325.00
AB	07	7A0LBR	EDU001OT000	LABOR OVERTIME		215.00
TM	1A	1A0001	EDU001TM111	GENERAL OPS		0.00
TM	1A	1A0001	EDU001TM222	SUPPLIES		0.00
Total						5,282.31

Close

Contingency Code is a 6 position alpha/numeric code intended to identify specific unforeseen events for which costs are to be tracked. Examples: 'Tsunami Disaster', Sept 11, 2001 Terrorist Attack'.

Select Close to exit or click on another tab.

User Tab - The User tab will list all authorized Users by Name and User ID.

SITE SUMMARY

The Sites menu option provides view-only information about the Sites associated with the selected FA activity.

Selection of the Sites option results in a screen similar to the one below. Towards the bottom of the screen select the Site whose information to be viewed. After selecting the desired Site, click on the Set Site button to retrieve information pertinent to the selected Site.

The screenshot shows a window titled "FA Site Summary". Inside, there are five tabs: "Assigned OPTARs" (selected), "Authorizations", "Job Order Numbers", "Serial Ranges", and "Document Types". Below the tabs is a table with the following data:

RC	OPTAR/Title	Authorized	Obligated	Balance
AA	01 AUTH OPTAR	4,000.00	0.00	4,000.00
BU	03 BUD OPTAR 3	101,000.00	0.00	101,000.00
AB	07 TRNG PROGRAM 07	130,000.00	5,666.31	124,333.69
BU	08 BUD OPTAR 8	101,000.00	0.00	101,000.00
BU	09 BUD OPTAR 9	101,000.00	0.00	101,000.00
TM	1A TRAINING PROGRAM 1	62,000.00	11,578.71	50,421.29
MY	MY01 MULTIYEAR OPTAR 1	0.00	0.00	0.00
AA	RM REIMB	300.00	0.00	300.00

Below the table, there is a "Site:" label, a dropdown menu showing "OFF00", and two buttons: "Set Site" and "Close". A yellow arrow points to the "OPTAR/Title" column header in the table.

There are **five** tabs from which the user may glean information:



















1. **Assigned OPTARs** - This tab provides general information regarding OPTARs assigned to the selected Site, including associated RC, OPTAR ID and Title, along with dollars Authorized, dollars Obligated and available Balance.
2. **Authorizations** - The Authorization tab provides information related to Authorizations assigned to the selected Site, including associated RC, OPTAR, and Authorization ID, along with Total Dollars Authorized, Total Dollars Obligated and Available Balance.
3. **Job Order Numbers** - The Job Order Numbers tab provides general information regarding JONs assigned to the selected Site, including associated RCs, OPTARs, Authorizations JON Descriptions and Obligated amounts.
4. **Serial Ranges** - This tab lists serial ranges for the selected Site and other information such as the beginning and ending numbers of each range; the last number used, the serial range description; Service Code and SDN UIC and the associated OPTAR/RCs if the range has been set up to be used only by a specific OPTAR/RC.
5. **Document Types** - The Document Types tab shows the documents to which the Site has access for creation purposes.

RESOURCE AUTHORIZATION (RA)

Funds received from Major Commands via a funding document such as the NC2168-1 must be entered via the Resource Authorization menu item. As shown below, this entry point is located under the Funds Management option of the FA. Notice that the RA is located **above** Build Financial Framework. This is because in the Web, **before** the FA can be operational and build its financial framework, it **MUST** have a Resource Authorization established.

The Upper Level management of funds available provides for levels at the Major Command (BSO), Component Command and Resource Manager **above** the FA level meaning that the Resource Authorization can be established by **any** of the upper levels and distributed or it may be established at the FA level. The illustration in this Guide sets up the Resource Authorization at the FA level only. Various scenarios of how to use the Upper Level funding chain are provided in [Appendix A](#) or you may see the “User Guide for Upper Funding Levels” for details. (This User Guide may be found at the same location on which this FA User Guide was found.)

This Summary screen will display any existing Resource Authorizations.

Resource Authorization Administration - Summary							
Delete	History	Details	Update	Outyear	Created By	APPN	OB Holder
					NAVYORG	17 11/12 1319	EDU00
					EDUC00	17 11 1804	NAV99
					EDUC00	17 11 1804	NAVY00
					EDUC00	17 11 1804	NAV00

Add New Resource Authorization

Close

RA ADMINISTRATION-SUMMARY SCREEN ELEMENT DESCRIPTIONS

Delete	Select this icon to delete the associated Resource Authorization. However, you cannot delete an RA that has a distributed subhead.
History	Select the History icon to view the general information regarding the authorization and details of the subheads. See additional information below.
Details	Select the Detail icon to view subhead details including amendment information. See additional information below.
Update	Select the Update icon to modify the subhead information. You may add or decrease funds or add a new subhead. See additional information below.
Outyear	Select the Outyear icon to promote the authorization to the Outyear. See additional information below.

NOTE: The RA must be promoted to the Outyear before the RC can be promoted.

Created By	Identifies the Role that initiated the Resource Authorization.
APPN	Identifies the appropriation associated with the Resource Authorization.
OB Holder	Operating Budget Holder ID.
Add New Resource Authorization	Select this button to add a new Resource Authorization. See additional information below.
Close	Select this button to close the Resource Authorization Summary page.

Sort the columns in either ascending or descending order by clicking on the column headings.

RA ADMINISTRATION-SUMMARY SCREEN OPTIONS

History Icon

Delete	History	Details	Update	Outyear	Created By	APPN	OB Holder
					NAVYORG	17 11/12 1319	EDU00
					EDUC00	17 11 1804	NAV99
					EDUC00	17 11 1804	NAVY00
					EDUC00	17 11 1804	NAV00

Add New Resource Authorization Close

The History tab is used to view the general information regarding the authorization and details of the subheads that make up the authorization. The page is divided into two sections; General and Subheads. If the screen displays another history button in the Subhead section, you may drill down to the lowest level of history of the RA. The History screen is shown in two parts below:

Left side of screen:

Resource Authorization History

General

Funding Type: O&MN OB Holder: NAVY00 Department: 17 Approval Date: 10/1/2009 Expired Date:

Begin Fiscal Year: 2011 End Fiscal Year: 2011 APPN: 1804 Effective Date: 10/1/2009

Subheads

History	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA	Cost Code
	1200	0	2011	BASIC						

Elements displayed in the **General** section of the History figure above are defined below:

- **Funding Type** – Funding Type determines the structure of the Line of Accounting (LOA). Possible types are Operations & Maintenance, Navy (O&MN), Allotment (ALLOT), Reserve Personnel, Navy (RPN), Military Personnel, Navy (MPN), and Research and Development (RDT&E)
- **OB Holder** – Identifies a unique activity. This is usually a UIC.
- **Department** - A two-digit numeric identifier of the governmental department associated with the appropriation. For example, 17=Navy; 97=DOD.
- **Approval Date** - The date the appropriation was approved.
- **Expired Date** - This is an optional field used with multiyear appropriations. When entered, it must be equal to or greater than the Effective Date. The Expired Date indicates the extended period of performance beyond the ending date of the appropriation during which new obligations may be made for the ending fiscal year up to this date.

- **Begin Fiscal Year** - Identifies the first year of the appropriation.
- **End Fiscal Year** - Identifies the final year of the appropriation.
- **APPN (Appropriation)** - A 4-position code that identifies the Fund Account authorized by Congress to incur obligations for specified purposes and to make payments from the Treasury. Examples are: 1804 for O&MN and 1319 for RDT&E.
- **Effective Date** - The date when spending of appropriation money can begin.

Elements displayed in the **Subhead** section on the left side of the screen are defined below:

- **History** - If the screen displays another history button in the Subhead section, you may drill down to the lowest level of history of the RA.
- **Subhead** – A four-position code identifying the charges and credits of the first division level below the appropriation.
- **Sequence Nbr** – Identifies the number of consecutive changes that have been made to a subhead. There will be no entry in this field upon initial establishment of a subhead.
- **FY** – The beginning fiscal year of the appropriation.
- **Remarks** -Brief remarks describing the purpose of the subhead.
- **BCN, Sub Allot, AAA, OC, PAA** – Bureau Control Number, Sub Allotment, Authorizing Accounting Activity, Object Class and Property Accounting Activity taken from the funding document.

Right side of screen:

Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year
		4,000.00	4,000.00	5,000.00	5,000.00	18,000.00
Total:		4,000.00	4,000.00	5,000.00	5,000.00	18,000.00

Elements displayed in the **Subhead** section on the right side of the screen are defined below:

- **Cost Code, TTC** – Cost Code and Transaction Type Code from the funding document.
- **Q1-Q4 Funds** – Quarterly amounts allotted for the listed Subhead.
- **Year** – Total of the quarterly amounts.

Detail Icon

Resource Authorization Administration - Summary							
Delete	History	Details	Update	Outyear	Created By	APPN	OB Holder
					NAVYORG	17 11/12 1319	EDU00
					EDUC00	17 11 1804	NAV99
					EDUC00	17 11 1804	NAVY00
					EDUC00	17 11 1804	NAV00

Select the Details icon to view subhead details including amendment information. Upon selection, the Resource Authorization Detail screen will open. Due to the size of the screen, the Details screen is shown in two parts below:

Left side of screen:

Resource Authorization Details									
General									
Funding Type: O&MN		OB Holder: NAV00	Department: 17	Approval Date: 10/1/2010		Expired Date:			
Begin Fiscal Year: 2011		End Fiscal Year: 2011		APPN: 1804		Effective Date: 10/1/2010			
Subheads									
Details	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA
	1300	0	2011	HAPPY NEW FY!	NAV00	0	068566	000	000001
<input type="button" value="Subheads"/>									

Elements displayed in the **General** section of the Details screen above are defined below:

- **Funding Type** - Funding Type determines the structure of the Line of Accounting (LOA). Possible types are Operation & Maintenance, Navy (O&MN), Allotment (ALLOT), Reserve Personnel, Navy (RPN), Military Personnel, Navy (MPN), and Research and Development (RDT&E).
- **OB Holder** - Identifies a unique activity. This is usually a UIC.
- **Department** - A two-digit numeric identifier of the governmental department associated with the appropriation. For example, 17=Navy; 97=DOD.
- **Approval Date** - The date the appropriation was approved.
- **Expired Date** - This is an optional field used with multiyear appropriations. When entered, it must be equal to or greater than the Effective Date. The Expired Date indicates the extended period of performance beyond the ending date of the appropriation during which new obligations may be made for the ending fiscal year up to this date.
- **Begin Fiscal Year** - Identifies the first year of the appropriation.

- **End Fiscal Year** - Identifies the final year of the appropriation.
- **APPN (Appropriation)** - A 4-position code that identifies the Fund Account authorized by Congress to incur obligations for specified purposes and to make payments from the Treasury. Examples are: 1804 for O&M,N and 1319 for RDT&E.
- **Effective Date** - The date when spending of appropriation money can begin.

Elements displayed in the **Subhead** section on the left side of the screen are defined below:

- **Details** – Allows the user to drill down to lower level details of the selected subhead. The user may continue to drill down to lower levels as long as there is an icon in the Details column.
- **Subhead** – Subhead is a four-position code identifying the charges and credits of the first division level below the appropriation.
- **Sequence Nbr** – Identifies the number of consecutive changes that have been made to a subhead. There will be no entry in this field upon initial establishment of a subhead.
- **FY** – The beginning fiscal year of the appropriation.
- **Remarks** -Brief remarks describing the purpose of the subhead.
- **BCN, Sub Allot, AAA, OC, PAA** – Bureau Control Number, Sub Allotment, Authorizing Accounting Activity, Object Class and Property Accounting Activity from the funding document.

Right side of screen:

Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year
NAV00112345N	2D	15,000.00	10,000.00	10,000.00	5,000.00	40,000.00
Total:		15,000.00	10,000.00	10,000.00	5,000.00	40,000.00

Elements displayed in the **Subhead** section on the right side of the screen are defined below:

- **Cost Code, TTC** – Cost Code and Transaction Type Code from the funding document.
- **Q1-Q4 Funds** – Quarterly amounts allotted for the listed Subhead.
- **Year** – Total of the quarterly amounts.
- **Total** -This line provides the grand total for quarters 1-4 for all subheads listed, and a grand total of funds for all subheads.

Details Drill down- On the left hand side of the Details screen, if there is an icon in the Details column, the user may drill down to lower level details of the selected subhead.


Resource Authorization Details

General

Funding Type: O&MN OB Holder: NAV00 Department: 17 Approval Date: 10/1/2010 Expired Date:

Begin Fiscal Year: 2011 End Fiscal Year: 2011 APPN: 1804 Effective Date: 10/1/2010

Subheads

Details	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA
	1300	0	2011	HAPPY NEW FY!	NAV00	0	068566	000	000001

Subheads

An example of drilling down to the FA Funding screen is shown below, listing all RCs that have been established for the FA to which you are signed on, including their quarterly funding amounts:

FA Fund Details - Fund Detail



APPN: 17 11/12 1319

FA Funding

Subhead	Remarks	Sequence Nbr	BCN	Sub Allot	AAA	OC
4200	BASIC	0	EDU00	0	068566	000

PAA	Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Total
			0.00	0.00	0.00	3,000.00	3,000.00

RCs

Details	History	RC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Total
		MY	0.00	0.00	0.00	0.00	0.00

Continuing to select the Details icon will provide information regarding the OPTARs that have been established for the selected RC:

Selecting the Details icon once more will provide information regarding the Authorizations that have been established for the selected OPTAR:

FA Fund Details - RC Detail

APPN: 17 11/12 1319


FA Funding

Subhead	Remarks		Sequence Nbr	BCN	Sub Allot	AAA	OC
4200	BASIC		0	EDU00	0	068566	000
PAA	Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Total
			0.00	0.00	0.00	3,000.00	3,000.00

RC

RC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Total
MY	0.00	0.00	0.00	0.00	0.00



OPTARS

Details	OPTAR	Description	Direct Reimb Cd	Total Obligated	Total Authorized
	MY01	MULTIYEAR OPTAR 1	D	0.00	0.00

OPTAR

OPTAR	Description	Direct Reimb Cd	Total Obligated	Total Authorized
MY01	MULTIYEAR OPTAR 1	D	0.00	0.00


Authorizations

Details	History	Authorization	Labor Cd	Q1 Authorized	Q2 Authorized	Q3 Authorized	Q4 Authorized	Total Authorized
		MY0001	N	0.00	0.00	0.00	0.00	0.00
	Encumbered	Inventory Issue						
	0.00	0.00						

Continuing to select the Details icon will provide information regarding the JONs that have been established:

FA Fund Details - Authorization Detail

APPN: 17 10 1804

FA Funding							
Subhead	Remarks		Sequence Nbr	BCN	Sub Allot	AAA	OC
LJ01	BASIC		0	65322	0	068988	000
PAA	Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Total
000002	652990CYQ01	2D	0.00	0.00	1,000.00	500.00	1,500.00
RC							
RC			Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Total
AN			0.00	0.00	0.00	0.00	0.00
OPTAR							
OPTAR	Description	Direct Reimb Cd				Total Obligated	Total Authorized
AN01	ANNA ALV	D				12.00	100.00
Authorization							
Authorization	Labor Cd						
AN0001	N						
	Encumbered	Inventory Issue	Q1 Authorized	Q2 Authorized	Q3 Authorized	Q4 Authorized	Total Authorized
	0.00	0.00	0.00	0.00	50.00	50.00	100.00
Job Orders							
Details	Job Order	Description					Total Obligated
	652990ANNA1	ANNA ALV					12.00

And the final drill down would display any documents that have used each selected JON.

Documents			
DCN	Acrn	Last Sequence Nbr	Actual Cost
N6529910WRCY735	AA	00	10.00
N6529910WRCY739	AA	00	2.00
			Total
			12.00

Update Icon

Resource Authorization Administration - Summary

Delete	History	Details	Update	Outyear	Created By	APPN	OB Holder
					NAVYORG	17 11/12 1319	EDU00
					EDUC00	17 11 1804	NAV99
					EDUC00	17 11 1804	NAVY00
					EDUC00	17 11 1804	NAV00

Add New Resource Authorization Close

This menu option may be used to make changes to existing Resource Authorization subheads or create new subheads. The page is divided into two sections: General and Subheads. Due to the size of the page, it is shown below in two parts.

Left side of screen:

Resource Authorization Update

General

Funding Type: MPN OB Holder: NAV00 Department: 17 Approval Date: 2/9/2010 Expired Date:

Begin Fiscal Year: 2010 End Fiscal Year: 2010 APPN: 1453 Effective Date: 2/9/2010

Subheads

Delete	Distribution	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA
		3219	0	2010	BASIC					

Add Subhead Save

Elements displayed in **General** section of figure above:

- **Funding Type** - Funding Type determines the structure of the Line of Accounting (LOA). Possible types are Operation & Maintenance, Navy (O&MN), Allotment (ALLOT), Reserve Personnel, Navy (RPN), Military Personnel, Navy (MPN), and Research and Development (RDT&E).
- **OB Holder** - Identifies a unique activity. This is usually a UIC.
- **Department** - A two-digit numeric identifier of the governmental department associated with the appropriation. For example, 17=Navy; 97=DOD.
- **Approval Date** - The date the appropriation was approved.
- **Expired Date** - This is an optional field used with multiyear appropriations. When entered, it must be equal to or greater than the Effective Date. The Expired Date indicates the extended period of performance beyond the ending date of the appropriation during which new obligations may be made for the ending fiscal year up to this date.
- **Begin Fiscal Year** - Identifies the first year of the appropriation.
- **End Fiscal Year** - Identifies the final year of the appropriation.

- **APPN (Appropriation)** - A 4-position code that identifies the Fund Account authorized by Congress to incur obligations for specified purposes and to make payments from the Treasury. Examples are: 1804 for O&M,N and 1319 for RDT&E.
- **Effective Date** - The date when spending of appropriation money can begin.

Elements displayed in **Subheads Section** of figure above:

- **Delete** - Select the delete icon to delete the associated subhead. Cannot delete a subhead with a distribution that has a funds balance or is cited in a Fund Administrator's financial framework.
- **Distribution** - Select the distribution icon if you wish to change subhead details, or make a distribution (according to user's role) to a Component Command, Resource Manager, or Fund Administrator.
- **Subhead** - Subhead is a four-position code identifying the charges and credits of the first division level below the appropriation. Change the name of a subhead. The change will apply to all funding distributions and RCs that cite the subhead.
- **Sequence Nbr** - Identifies by number, the most recent change to the subhead.
- **Remarks** - A brief description of the purpose of the subhead. Change the Remarks at this page.
- **BCN, Sub Allot, AAA, OC, PAA, Cost Code, TTC** - Line of Accounting (LOA) elements- You may modify and distribute changes to LOA data elements at this page. LOA changes must be applied to distributions at all levels. Funding distributed to the FA will be applied to all RCs that cite the funding line.
- **Add Subhead** - The RA Update screen will refresh and a blank line will allow a new subhead to be added as well as the funds authorized. Select this button to add a new subhead to the Authorization.
- **Save** - Saves the changes made to the page.

Right side of screen:

Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year
		0.00	0.00	0.00	1,000.00	1,000.00
Total:		0.00	0.00	0.00	1,000.00	1,000.00

Close

- **Q1-Q4 Funds** – Quarterly amounts allotted for the listed Subhead.
- **Year** – Total of the quarterly amounts.
- **Total** -This line provides the grand total for quarters 1-4 for all subheads listed, and a grand total of funds for all subheads.
- **Close** - Closes the page and returns to the Resource Authorization Administration Summary page.

Outyear Icon

Resource Authorization Administration - Summary							
Delete	History	Details	Update	Outyear	Created By	APPN	OB Holder
					NAVYORG	17 11/12 1319	EDU00
					EDUC00	17 11 1804	NAV99
					EDUC00	17 11 1804	NAVY00
					EDUC00	17 11 1804	NAV00

FASTDATA provides the capability to promote the current year Resource Authorization to the next fiscal year, the Outyear. The ability to promote an RA is provided to the MC, CC, Resource Manager and FA roles. However, promoting an RA to the Outyear is limited to the role that created the RA. Roles that did not create the authorization have view-only privileges.

PROMOTING THE RA MUST BE COMPLETED BEFORE THE PROMOTE OUTYEAR FOR THE RCs CAN BE ACCOMPLISHED!

Resource Authorization Promote to Outyear																											
General Funding Type: O&MN OB Holder: 68389 Department: 97 Approval Date: 10/1/2009 Expired Date: Begin Fiscal Year: 2010 End Fiscal Year: 2010 APPN: 0100 Effective Date: 10/1/2009 Roll Funds Ind: <input type="checkbox"/>																											
Subheads <table border="1"> <thead> <tr> <th>Promote To Outyear</th> <th>Outyear Status</th> <th>Subhead</th> <th>Sequence Nbr</th> <th>FY</th> <th>Remarks</th> <th>BCN</th> <th>Sub Allot</th> <th>AAA</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Not Promoted</td> <td>4404</td> <td>0</td> <td>2010</td> <td>4404</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>										Promote To Outyear	Outyear Status	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	<input type="checkbox"/>	Not Promoted	4404	0	2010	4404			
Promote To Outyear	Outyear Status	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA																			
<input type="checkbox"/>	Not Promoted	4404	0	2010	4404																						


The user would place a check in the Promote to Outyear column for those RAs he wishes to promote to the next fiscal year.

[Promoting Outyear for Multiyear Appropriations is covered in Appendix B.](#)

Adding a New Resource Authorization

When a new funding authorization has been provided to an FA for an appropriation, a new RA has to be established.

Delete	History	Details	Update	Outyear	Created By	APPN	OB Holder
					NAVYORG	17 11/12 1319	EDU00
					EDUC00	17 11 1804	NAV99
					EDUC00	17 11 1804	NAV00
					EDUC00	17 11 1804	NAV00



Due to the size of the New Resource Authorization screen, it is shown below in two parts.

Left side of screen:

New Resource Authorization

General

Funding Type: OB Holder: Department: Approval Date: Expired Date:
Begin Fiscal Year: End Fiscal Year: APPN: Effective Date:

Subheads

Delete	Distribution	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA	Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds
No Funding Assigned															
Total:													0.00	0.00	0.00

Elements displayed in the **General** section of figure above:

- **Funding Type** - Funding Type determines the structure of the Line of Accounting (LOA). Possible types are Operation & Maintenance, Navy (O&MN), Allotment (ALLOT), Reserve Personnel, Navy (RPN), Military Personnel, Navy (MPN), and Research and Development (RDT&E). The drop down arrow will provide a selection of the appropriation funding types.
- **OB Holder** - Identifies a unique activity. This is usually a UIC.
- **Department** - A two-digit numeric identifier of the governmental department associated with the appropriation. For example, 17=Navy; 97=DOD.

- **Approval Date** - The date the Resource Authorization was approved.
- **Expired Date** - This is an optional field used with multiyear appropriations. When entered, it must be equal to or greater than the Effective Date. The Expired Date indicates the extended period of performance beyond the ending date of the appropriation during which new obligations may be made for the ending fiscal year up to this date.
- **Begin Fiscal Year** - Identifies the first year of the appropriation.
- **End Fiscal Year** - Identifies the final year of the appropriation.
- **APPN (Appropriation)** - A 4-position code that identifies the Fund Account authorized by Congress to incur obligations for specified purposes and to make payments from the Treasury. Examples are: 1804 for O&M,N and 1319 for RDT&E.
- **Effective Date** - The date when spending of appropriation money can begin.

After entering the above information in the General section, select Add Subhead and continue as follows:

Left side of screen (continued):

New Resource Authori

General

Funding Type:

OB Holder:

Department:

Approval Date:

Expired Date:

Begin Fiscal Year:

End Fiscal Year:

APPN:

Effective Date:

Subheads

Delete	Distribution	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA
		<input type="text"/>	<input type="text"/>	<input type="text" value="2010"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Elements displayed in the **Subheads** section of the figure above:

- **Delete** – Allows for deletion of an eligible Subhead.
- **Distribution** – After Subhead establishment, an icon may appear in this column to change subhead details.
- **Subhead** -Subhead is a four-position code identifying the charges and credits of the first division level below the appropriation.
- **Sequence Nbr** - Identifies the number of consecutive changes that have been made to a subhead. There will be no entry in this field upon initial establishment of a subhead.
- **FY** – The beginning fiscal year of the appropriation. It is normally used to enter guidelines for the spending of funds.
- **Remarks** -Brief remarks describing the purpose of the subhead.
- **BCN, Sub Allot, AAA, OC, PAA** - Bureau Control Number, Sub Allotment, Authorizing Accounting Activity, Object Class and Property Accounting Activity from the funding document.

Right side of screen, Subhead section:

Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year
		0.00	0.00	0.00	0.00	0.00
Total:		0.00	0.00	0.00	0.00	0.00

Elements displayed in the **Subheads** section of figure above:

- **Cost Code, TTC (Transaction Type Code)** - from Funding Document.
- **Q1 - Q4 Funds** –Enter the quarterly amounts allotted for the listed Subhead.
- **Year** –After Save, the system will generate a total of the quarterly amounts.
- **Total** –After Save, this line provides the grand total for quarters 1-4 for all subheads listed and a grand total of funds for all subheads.
- **Add Subhead** - Allows the user to add more subheads for the purpose of funds distribution. You may add multiple subheads.
- **Save** - Select this button to save data when user has completed adding new subheads.
- **Close** - Closes the New Resource Authorization page.

Updating a Resource Authorization

To change Subhead information or funding, select the Update Icon from the RA Admin-Summary screen.

Resource Authorization Administration Summary							
Delete	History	Details	Update	Outyear	Created By	APPN	OB Holder
					974404	17 10/11 1319	LJ001
					974404	17 10 1453	NAV00
					JIOC-MC	17 10 1804	NAV33
					974404	17 10 1804	65299
					DIA-RM	97 10 0100	68389



The Resource Authorization Update screen will appear as shown below:

Resource Authorization Update

General

Funding Type: O&MN OB Holder: 65299 Department: 17 Approval Date: 4/21/2010 Expired Date:
Begin Fiscal Year: 2010 End Fiscal Year: 2010 APPN: 1804 Effective Date: 4/21/2010

Subheads

Delete	Distribution	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA
		LJ01	1	2010	BASIC	65322	0	068988	000	000002
		LJ02	0	2010	AMD 1	65322	0	068988	000	000002

Add Subhead

Save

Fields that may be changed will appear in white. After a successful Save of the modified data, there will be an increase in the Sequence Nbr field.

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BUILD FINANCIAL FRAMEWORK

Once the Resource Authorization has been established, the FA may build the Financial Framework. Options are listed on the menu below and will be addressed on the following pages:



RC

RC Admin provides the RC Administration-Summary screen displays to view, delete or edit existing RC information, including the addition or deletion of funds. The Create RC button is to establish a new RC.

Delete	Edit	ID	Total
		AB	16,000.00
		BU	5,000.00
		MY	0.00

Screen Elements:

Filter Section - To use the Filter, enter an RC ID and select the Filter button. The system will initiate a search for the desired RC and display it in the Results section.

Results Section –

- **Delete** - Click on the Delete icon to delete the selected RC.
- **Edit** -Select the edit icon to navigate to the RC Administration-Detail page where modifications can be made.
- **ID** -The ID for the selected RC.
- **Total** -The total of available funds for the selected RC.
- **Create RC** -Select this button to create a new RC. This button is disabled when FA Funds are not available. A Resource Authorization must be created before creating an RC or an error will display.
- **Close** -Closes the Responsibility Center Administration-Summary page.

Adding a New RC

Selecting the Create RC button will result in a screen similar to:

Available FA Funds						
Available Funds	Funding Type	Appropriation	Subhead	OB Holder	Total	
<input checked="" type="radio"/>	O&MN	17 11 1804	3705	NAV99	6,000.00	
<input type="radio"/>	O&MN	17 11 1804	1200	NAV00	2,000.00	
<input type="radio"/>	RDT&E	17 11/12 1319	4200	EDU00	3,000.00	
<input type="radio"/>	O&MN	17 11 1804	1300	NAV00	17,000.00	

This page identifies the Funding Type, Appropriation, Subhead, OB Holder and amount of funds available for each existing RA. Move the radio button in the Available Funds column to the Appropriation that will provide your funds. Select the Create RC button to continue with creation of a new Responsibility Center. You will receive a screen similar to:

Resource Authorization Available	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year
FA Funds:	15,000.00	10,000.00	10,000.00	5,000.00	40,000.00
FA Funds Available:	5,000.00	5,000.00	5,000.00	2,000.00	17,000.00
FA Funds Available Year-To-Date:					17,000.00

New Responsibility Center									
RC ID: <input type="text"/>		TR Dept: 17							
Dept: 17		AAA: 000000							
BFY: 2011		EFY: 2011							
Basic Symbol: 1804		SubHd: 1300							
BCN/BP ALLOT: NAV99		SA/OB Sfx: 0							
Budget System: None		PAA Type: 3 - NRFCWASH/NRFGU/STARS							
System Code: 1 - RMS (O&MN and DBOF)		Cost Code: 5 - STARS/FL							
Expenditure Variance %: 0		Expenditure Variance Amt: 0							
Transmit Acct Transactions: <input type="checkbox"/>		No Auth Funds Variance: <input type="checkbox"/>							
Transmit 110 Authorizations: <input type="checkbox"/>		Transfer Authorization: <input type="text"/>							
Effective Date: 10/24/2011		Remarks: <input type="text"/>							
Release To Site: <input type="checkbox"/>									
Delete	FY	Q1 Labor	Q2 Labor	Q3 Labor	Q4 Labor	Q1 Other	Q2 Other	Q3 Other	Q4 Other
	2011	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Screen Elements:

Resource Authorization Available Section –

- **FA Funds**-By quarter, the amount of funding in the Resource Authorization associated with the current FA.
- **FA Funds Available**-The amount of funding remaining in the RA associated with the current FA, available for other RCs or an increase to the displayed RC.
- **FA Funds Available-Year-to Date** -The RA funding available as of the current quarter.

New Responsibility Center Section –

New Responsibility Center

RC ID:

Dept: 17

BFY: 2011

Basic Symbol: 1804

BCN/BP ALLOT: NAV00

Budget System:

System Code: 1 - RMS (O&M/I and DBOF)

Expenditure Variance %:

Transmit Acct Transactions: ☐

Transmit 110 Authorizations: ☐

Effective Date: 10/24/2011

TR Dept: 17

AAA: 000000

EFY: 2011

SubHd: 1300

SA/OB Sfx:

PAA Type: 3 - NRFCWASH/NRFGU/STARS

Cost Code: 5 - STARS/FL

Expenditure Variance Amt:

No Auth Funds Variance: ☐

Transfer Authorization:

Remarks:

Release To Site: ☐

Delete	FY	Q1 Labor	Q2 Labor	Q3 Labor	Q4 Labor	Q1 Other	Q2 Other	Q3 Other	Q4 Other
<input type="checkbox"/>	2011	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Save Close

- **RC ID** - A user-defined ID that may be up to 10 alphanumeric characters.
- **TR Dept** – A two-digit code identifying the federal agency providing funds under a transfer appropriation.
- **Dept** - The two-digit designator identifying the governmental department to whom the funds being specified are appropriated or the department responsible for administering the funds. This is view only on the new RC screen, as it comes from the Department Code entered in the associated RA.
- **AAA** - The Authorization Accounting Activity UIC identifies the five-position unit identification code (UIC) of an activity designated to perform accounting services for another activity. This AAA UIC code is preceded by 0 (zero) in the AAA field.
- **BFY** - The beginning year of the appropriation. This is view only on the new RC screen, as it comes from the BFY of the associated RA.
- **EFY** -The ending year of the appropriation. This is view only on the new RC screen, as it comes from the EFY of the associated RA.
- **Basic Symbol** - The final four digits of the appropriation code which identifies the appropriation fund. This is view only on the new RC screen, as it comes from the Basic Symbol of the associated RA.
- **SubHd** – The Subhead is a four-position code identifying the charges and credits of the first division level below the appropriation. This is view only on the new RC screen, as it comes from the Sub Head of the associated RA.
- **BCN/BP ALLOT** - The Bureau Control Number can be the actual BCN, which is the five-position alphanumeric UIC code of the activity receiving the funds; it also can be the two-position budget project (BP) code plus the three-position allotment (ALLOT) code.

New Responsibility Center

RC ID: TR Dept: 17

Dept: 17 AAA: 000000

BFY: 2011 EFY: 2011

Basic Symbol: 1804 SubHd: 1300

BCN/BP ALLOT: NAV00 SA/OB Sfx: 0

Budget System: None PAA Type: 3 - NRFCWASH/NRFCOLSTARS

System Code: 1 - RMS (O&MN and DBOF) Cost Code: 5 - STARS/FL

Expenditure Variance %: 0 Expenditure Variance Amt: 0

Transmit Acct Transactions: ☐ No Auth Funds Variance: ☐

Transmit 110 Authorizations: ☐ Transfer Authorization:

Effective Date: 10/24/2011

Remarks:

Release To Site: ☐

Delete	FY	Q1 Labor	Q2 Labor	Q3 Labor	Q4 Labor	Q1 Other	Q2 Other	Q3 Other	Q4 Other
	2011	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Save Close

- **SA/OB Sfx** - The one-character code identifying the subdivision of an allotment (SA) or a further breakdown of the Bureau Control Number for the operating budget suffix.
- **Budget System** - Indicates whether the FASTDATA installation interfaces with BUD.
- **PAA Type** – The display of a 3 in this field indicates that FASTDATA will be interfacing with STARS-FL and therefore, the configuration of the PAA field (in the line of accounting on printed documents) will be the last six positions of the DCN.
- **System Code** - Indicates the Funding Type from the Resource Authorization associated with the displayed RC, such as Operations & Maintenance, Navy (O&MN), Allotment, Reserve Personnel, Navy (RPN) Military Personnel, Navy (MPN) or Research and Development (RDT&E).
- **Cost Code** - The Cost Code from the initial RC record indicates the official accounting system to be used by the selected RC. By selecting 5-STARS/FL in this field, the Cost Code in the line of accounting on printed documents will contain the JON and Expense Element.
- **Expenditure Variance %** - The Expenditure Variance Percent indicates the acceptable percentage by which an expenditure can exceed the obligated or accounts payable amount. Expenditures meeting or exceeding the acceptable variance are documented in a report at the Site.
- **Expenditure Variance Amt** - The Expenditure Variance Amount indicates the acceptable amount by which an expenditure can exceed the obligated or accounts payable amount. Expenditures meeting or exceeding the acceptable amount are documented in a report at the site. This amount is used for reporting exceptions in the expenditure process.

New Responsibility Center

RC ID: TR Dept: 17
 Dept: 17 AAA: 000000
 BFY: 2011 EFY: 2011
 Basic Symbol: 1804 SubHd: 1300
 BCN/BP ALLOT: NAV00 SA/OB Sfx: 0
 Budget System: None PAA Type: 3 - NRFCWASH/NRFCOL/STARS
 System Code: 1 - RMS (O&MN and DBOF) Cost Code: 5 - STARS/FL
 Expenditure Variance %: 0 Expenditure Variance Amt: 0
 Transmit Acct Transactions: ☐ No Auth Funds Variance: ☐
 Transmit 110 Authorizations: ☐ Transfer Authorization:
 Effective Date: 10/24/2011 Remarks:
 Release To Site: ☐

Delete	FY	Q1 Labor	Q2 Labor	Q3 Labor	Q4 Labor	Q1 Other	Q2 Other	Q3 Other	Q4 Other
	2011	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Save Close

- **Transmit Acct Transactions** – A check in this box indicates that transactions received from the Site are to be included in the file created via the Send Accounting Batch to STARS-FL automated job. If unchecked, it indicates that it is to be a Direct Fund citation, which results when an OB holder officially requests another OB holder to create accounting transactions citing the first OB holder's LOA. The Direct Fund citation accounting transactions are not generated for export to STARS-FL but are printed on a report forwarded to the OB Holder making the request.
- **No Auth Funds Variance** – A check in this box indicates that the user desires immediate accountability of the direct Authorizations to the RC Funds. The sum of the year-to-date Authorizations shall not exceed the year-to-date RC Funds through the current quarter.
- **Transmit 110 Authorizations** - This feature, when checked, will allow the 110 funds entered on this screen to be sent to STARS-FL and will not require manual entry in both STARS-FL and FASTDATA. The Automated process to send the 110 to STARS-FL must be active. Accessed is controlled by the MC. [See the Authorization Upload Section of this User Guide.](#)
- **Transfer Authorization** – This field will be disabled until an AUTH and JON have been established to transmit AUTH funds as execution codes 010 and 121 to STARS-FL. After the AUTH and JON have been set up, this field will be enabled and may be used to indicate that AUTH dollars for all AUTHs belonging to the displayed RC are to be forwarded to STARS-FL. This may be accomplished on each individual AUTH screen or marked here on the RC screen when mass action is desired. [See the Authorization Upload Section of this User Guide.](#)
- **Effective Date** – The date the transfer of RC funds to STARS-FL will go into effect.
- **Remarks** – Required user-designed information regarding the establishment of the RC. These remarks will appear in the RC history available from the RC edit screen.
- **Release to Site** - A checkbox indicating the Financial Framework has been released to the Site.
- **Funding Line** - The funding line provides details on the breakdown of RC funding by Quarter and category (Labor or Other). Specific elements of the funding line are:

Delete	FY	Q1 Labor	Q2 Labor	Q3 Labor	Q4 Labor	Q1 Other	Q2 Other	Q3 Other	Q4 Other
	2010	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Save Close

- **Delete** - Select this Icon if you wish to delete the money values in the funding line.

- **FY** - The fiscal year in which the user is working.
- **Direct Labor Funds**
 - **Q1-Q4 Labor** -The total direct **labor** amount allotted to the displayed RC for the first quarter through the 4th quarter.
- **Direct Other Funds**
 - **Q1-Q4 Other** -The total direct **other** amount allotted to the displayed RC for the first quarter through the fourth quarter.
- **Save** – Saves your details and returns you to the RC Admin Summary page.
- **Close** – Closes the New Responsibility Center page.

Note: The amount of dollars entered in the RC must be in a Resource Authorization; however you can choose to have zero (\$0) in both the RA and RC and begin dollar amount entry at the Authorization level. When establishing an RC for a multiyear appropriation, each RC will apply to all years of the multiyear appropriation.

Editing an RC

As required, modifications may be made to an RC record via Funds Management, Build Financial Framework, RC Admin. From the RC Administration-Summary screen, select the Edit icon:

RC Administration - Summary

Filter

RC:

Filter

Results

PAGE: 1

Delete	Edit	ID	Total
		AA	5,000.00
		AB	16,000.00
		BU	5,000.00
		MY	0.00
		TM	23,000.00

The RC Details screen will appear, similar to:

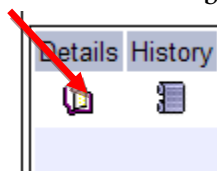
Resource Authorization Available	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year
FA Funds:	15,000.00	10,000.00	10,000.00	5,000.00	40,000.00
FA Funds Available:	5,000.00	5,000.00	5,000.00	(3,000.00)	12,000.00
FA Funds Available Year-To-Date:					12,000.00

RC Details											
RC ID: AA				TR Dept: 17							
Dept: 17				AAA: 068566							
BFY: 2011				EFY: 2011							
Basic Symbol: 1804				SubHd: 1300							
BCN/BP ALLOT: EDU00				SA/OB Sfx: 0							
Budget System: None				PAA Type: 3 - NRFCWASH/NRFCGL/STARS							
System Code: 1 - RMS (O&MN and DBOF)				Cost Code: 5 - STARS/FL							
Expenditure Variance %: 0				Expenditure Variance Amt: 0							
Transmit Acct Transactions: <input checked="" type="checkbox"/>				No Auth Funds Variance: <input type="checkbox"/>							
Transmit 110 Authorizations: <input type="checkbox"/>				Transfer Authorization:							
Effective Date: 12/8/2011				Remarks:							
				Release To Site: <input checked="" type="checkbox"/>							
Delete	Details	History	FY	Q1 Labor	Q2 Labor	Q3 Labor	Q4 Labor	Q1 Other	Q2 Other	Q3 Other	Q4 Other
			2011	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
Total:				0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00

This screen allows users to view, add, and modify Responsibility Center information. Remember that the amount of access a user has to this screen is controlled by the System Administrator. Choices are Update, Display or No Access.

[See the Adding a New RC section](#) above for a definition of the majority of screen elements. Elements new to the **Funding Line** are listed below:

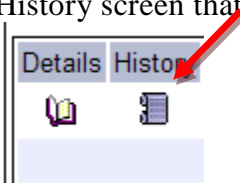
Details –Select the Open Book icon to open the RC Fund Detail page that displays Labor/Other Direct Funds, Reimbursable Funds, and Year to Date (YTD) funds Authorized, Obligated and Available. Sample screen is shown below:



RC Fund Details - RC: TM					
Labor		Other		YTD Reimbursable	
Q1:	0.00	Q1:	10,000.00	Other Auth:	0.00
Q2:	0.00	Q2:	5,000.00	Labor Auth:	0.00
Q3:	0.00	Q3:	5,000.00	Total Auth:	0.00
Q4:	0.00	Q4:	3,000.00		
Total:	0.00	Total:	23,000.00	Other Obl:	0.00
				Labor Obl:	0.00
				Total Obl:	0.00
YTD Auth:	0.00	YTD Auth:	53,010.00	Other Avail:	0.00
YTD Obl:	0.00	YTD Obl:	8,727.81	Labor Avail:	0.00
YTD Avail:	0.00	YTD Avail:	44,282.19	Total Avail:	0.00
		YTD Total Auth:		53,010.00	
		YTD Total Obl:		8,727.81	
		YTD Total Avail:		44,282.19	

Close

History – Select the History icon on the funding line to open the RC Funds History screen that displays a screen similar to the one below:



RC Funds History	
RC ID: AB	TR Dept:
Dept: 17	Budget System: None
BFY: 2011	EFY: 2011
SubId: 1000	PAA Type: 3 - NRPCWASH/NRPCGL/STARS
System Code: 1 - RMS (Q&M and DBOF)	Cost Code: 3 - STARS/PL
Expenditure Variance %: 0	Expenditure Variance Amt: 0
Generate Transaction: Y	No Auth Funds Variance: N
FY: 2011	

☒ Funds ☐ All

Transfer RC Funds	Effective Date	Transferred	Basic Symbol	Remarks	AAA	SCN/BP ALLOT	SA/OS Sfx	Quarter	Labor	Other	Create Date	Created By	User Name	User Email Address
N	10/27/2011	N	1804	068566	EDU00	0	1	1	\$1,500.00	\$2,000.00	10/27/2009 02:28:49 PM	Database Admin		
N	10/27/2011	N	1804	068566	EDU00	0	2	2	\$1,500.00	\$2,000.00	10/27/2009 02:28:49 PM	Database Admin		
N	10/27/2011	N	1804	068566	EDU00	0	3	3	\$1,500.00	\$3,000.00	10/27/2009 02:28:49 PM	Database Admin		
N	10/27/2011	N	1804	068566	EDU00	0	4	4	\$1,500.00	\$3,000.00	10/27/2009 02:28:49 PM	Database Admin		

Funding Line elements continued:

Details	History	FY	Q1 Labor	Q2 Labor	Q3 Labor	Q4 Labor	Q1 Other	Q2 Other	Q3 Other	Q4 Other
		2009	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
Total:			0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00

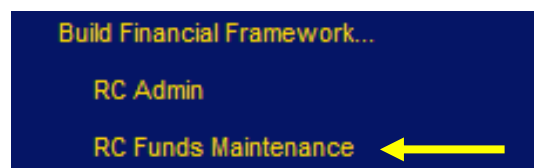
Duplicate – Creates a duplicate of the displayed RC, but leaves the RC ID field blank so that it may be filled in with the ID of the new RC. The remaining fields, including quarterly fund amounts may be edited.

Release - Select the Release button if you wish to release the displayed RC data to the Site. **Note:** The remaining elements of the Financial Framework are still required.

Save - Saves your details and returns you to the Responsibility Center Administration-Summary page.

Close - Closes the RC Details page.

RC FUNDS MAINTENANCE



Selection of RC Funds Maintenance allows the FA to view and/or update RC fund amounts for multiple RCs in a tabular format. This menu selection also allows filtered data to be extracted by the FA into an Excel spreadsheet. A screen is displayed similar to the one below:

RC Funds Maintenance

Filter

RC: Short LOA: Funds Type: Sort Order: ☐ Ascending ☐ Descending

Results

PAGE: 1

Results: Effective Date: 9/09/2012

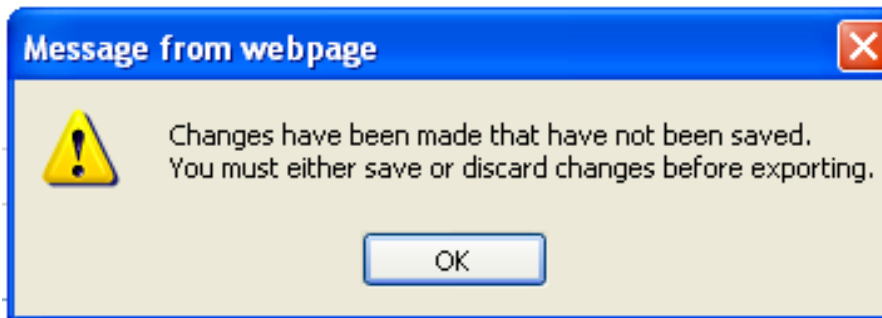
* RC ID	Short LOA	Other Q1 Amount	Other Q2 Amount	Other Q3 Amount	Other Q4 Amount	Other YTD RC Amount	Other Total RC Amount	Other YTD Auth Amount	Other Total Auth Amount	Obligated Amount	Undistributed Amount
AA 17 17 11/11 1004 1300 EDU20 0 060500		0.00	0.00	0.00	5,000.00	\$5,000.00	\$5,000.00	\$4,000.00	\$4,000.00	\$0.00	\$1,000.00
AB 17 17 11/11 1004 1200 EDU20 0 060500		2,000.00	2,000.00	3,000.00	3,000.00	\$10,000.00	\$10,000.00	\$74,000.00	\$74,000.00	\$4,999.31	(\$64,000.00)
MY 17 17 11/12 1319 4200 EDU20 0 060500		0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TM 17 17 11/11 1004 1300 00040 0 060500		10,000.00	5,000.00	5,000.00	3,000.00	\$23,000.00	\$23,000.00	\$62,000.00	\$62,000.00	\$0.00	(\$39,000.00)

You can filter your search by RC or Short LOA, entering one or a combination of these fields. You may use the "*" as a wildcard to assist in your search. You could further narrow your search by selecting a desired Fund Type, (Other or Labor) and a desired Sort Order (RC or Short LOA). The user would select Filter to apply the criteria or Clear to remove the choices. The Results section of the screen will display all RCs and Short LOAs associated to your filtered search criteria.

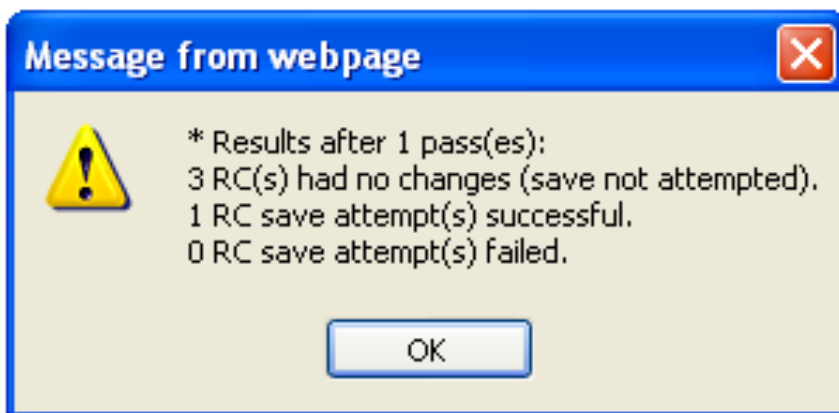
For each RC and quarter that requires update, you must enter remarks in the "Remarks" block; enter the desired "Effective Date" (default is current date); and the total RC Authorized amount (not the mod or the adjustment amount). As you move to the next line to update, FASTDATA refreshes the display of the calculated amounts for the updated row, and marks the row so you will know that it has been modified but not yet saved.

For each RC, results should be the same as if the funds update had been made in RC Admin. For increases, FASTDATA validates that the YTD RC Funds do not exceed Total RA Funds distributed to the FA for that Subhead.

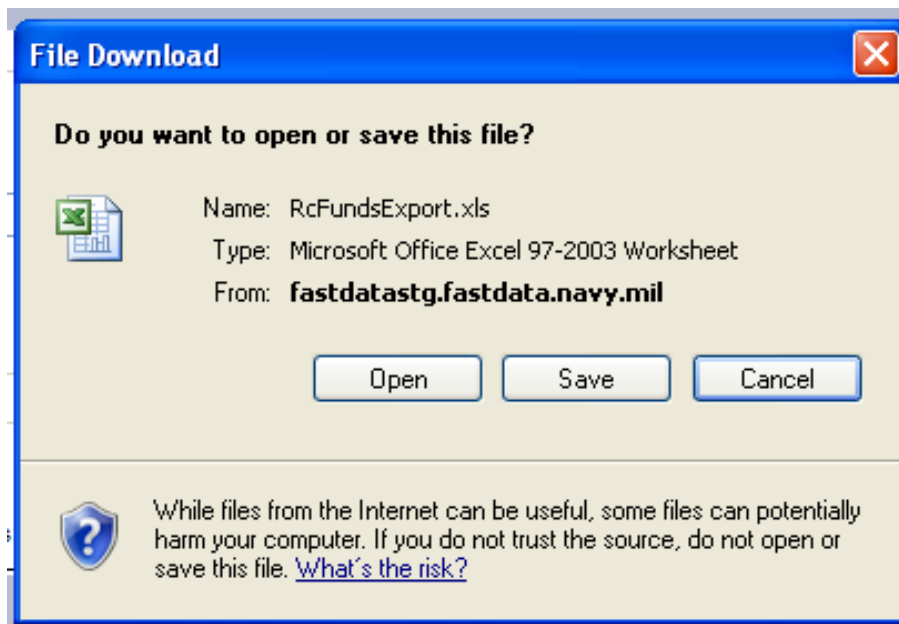
An Export button is available if you desire to save your data to an Excel spreadsheet; however, if you select Export before selecting Save, you will receive the following message:



Click Save and receive:



Now click Export and receive:



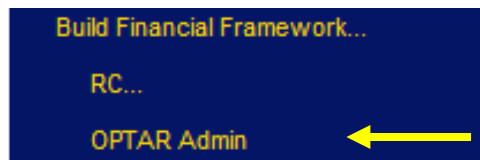
Selecting Save

Clicking Open would result in a display of the information in Excel format, similar to:

FOR OFFICIAL USE ONLY							
RC ID	Short LOA	Other Q1 Amt	Other Q2 Amt	Other Q3 Amt	Other Q4 Amt	Other YTD RC Amt	Other Total RC Amt
AB	17 17 11/11 1804 1200 EDU00 0 068566	\$2,000.00	\$2,000.00	\$3,000.00	\$4,000.00	\$2,000.00	\$11,000.00
BU	17 17 11/11 1804 3705 68094 0 068666	\$1,000.00	\$1,000.00	\$1,000.00	\$2,000.00	\$1,000.00	\$5,000.00
MY	17 17 11/12 1319 4200 EDU00 0 068566	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TMM	17 17 11/11 1804 1300 NAV00 0 068588	\$10,000.00	\$5,000.00	\$5,000.00	\$3,000.00	\$10,000.00	\$23,000.00

OPTAR ADMIN

This selection will allow qualified users to add, duplicate, modify, and delete FASTDATA OPTARs.



Selecting OPTAR Admin will result in a screen similar to:

Optar Administration - Summary

Filter

RC:

Optar:

Optar Title:

▼

Filter

Results

PAGE: 1

Delete	Edit	RC	OPTAR	Title	Authorized	Obligated	Balance
		AA	01	AUTH OPTAR	4,000.00	0.00	4,000.00
		AA	90	90 OPTAR	10.00	0.00	10.00
		AA	9D	9D OPTAR	2.00	0.00	2.00
		AB	07	TRNG PROGRAM 07	130,000.00	5,666.31	124,333.69
		MY	MY01	MULTIYEAR OPTAR 1	0.00	0.00	0.00
		TM	1A	TRAINING PROGRAM 1	62,000.00	8,722.81	53,277.19
		TM	RZ	RZ Test 1	100.00	5.00	95.00

Add Optar

Close

Screen Elements:

Filter Section –

The Filter section provides the opportunity to enter specific search criteria; thereby reducing the number of pages displayed in the Results section. The user may search by RC, OPTAR, or OPTAR Title. You may enter the full value or a portion of the value with a leading and/or trailing asterisk (*) that serves as a wildcard. For example, if the user enters MA* in the OPTAR field and clicks the Filter button, the system will return a list of all OPTARS that begin with MA.

The screenshot shows the 'Optar Administration - Summary' page. Under the 'Filter' heading, there are three input fields: 'RC:' with a dropdown arrow, 'Optar:', and 'Optar Title:'. Below these fields is a 'Filter' button.

Results Section –

The screenshot shows the 'Results' section with 'PAGE: 1' displayed. Below the page number is a table with the following data:

Delete	Edit	RC	OPTAR	Title	Authorized	Obligated	Balance
		AA	01	AUTH OPTAR	4,000.00	0.00	4,000.00
		AA	90	90 OPTAR	10.00	0.00	10.00
		AA	9D	9D OPTAR	2.00	0.00	2.00
		AB	07	TRNG PROGRAM 07	130,000.00	5,666.31	124,333.69

- **Delete** –Select this Icon to delete the OPTAR. You cannot delete an OPTAR that has been exported or has existing authorizations.
- **Edit** – Select this Icon to view or make modifications to the existing OPTAR. See details in the Editing an OPTAR section of this Guide.
- **RC** – The RC to which the displayed, corresponding OPTAR is associated.
- **OPTAR** – The identifying code of the OPTAR to be viewed or modified.
- **Title** – The title of the OPTAR to be viewed or modified.
- **Authorized** – The total of all authorized fenced, unfenced, labor and other authorized funds for the corresponding OPTAR.
- **Obligated** – The total of all obligated fenced, unfenced, labor and other funds for the corresponding OPTAR.
- **Balance** – The OPTAR's total authorized amount less the obligated amount.

Adding a New OPTAR

Selecting the Add OPTAR button will result in a screen similar to:

New OPTAR

Optar Detail

RC: AA

ID:

Title:

Keeper:

Holder:

Address:

External System Indicator: NONE

Direct/Reimbursable: D

Check For Funds:

Site:

Funds

Fenced Other Authorized: 0.00

Fenced Labor Authorized: 0.00

Unfenced Other Authorized: 0.00

Unfenced Labor Authorized: 0.00

Total Authorized: 0.00

Total Available: 0.00

Fenced Other Obligated: 0.00

Fenced Labor Obligated: 0.00

Unfenced Other Obligated: 0.00

Unfenced Labor Obligated: 0.00

Total Obligated: 0.00

Release to Site:

Save

Close

Screen Elements:

Optar Detail Section –

- **RC** –Select the Responsibility Center (RC) to which the new OPTAR is to be associated.
- **ID** – Enter a user-defined 10-position alphanumeric code.
- **External System Indicator** – Select NONE, AT or XP to indicate whether the JONs assigned to this new OPTAR are to be used for all purposes or are restricted for use with the external systems of ATOS or Express Purchase (PARIS).
- **Title** –A brief description of the OPTAR.

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- **Direct/Reimbursable** – Select a “D” if this OPTAR is to receive Direct funding from your Major Command or “R” if this OPTAR is to receive Reimbursable funding from another activity.
- **Keeper** – An optional field that may be used to enter the name of the primary “record keeper” of the OPTAR.
- **Check for Funds** – Place a check in this field if you wish to ensure that the Site associated to this OPTAR cannot create a document if it takes them over their authorized amount.
- **Holder** – An optional field intended to indicate the individual responsible for the financial status of the OPTAR.
- **Site** – The Site that will create documents for this OPTAR.
- **Address** – The address of the Holder.

Funds Section –

Funds

Fenced Other Authorized:	0.00	Fenced Other Obligated:	0.00
Fenced Labor Authorized:	0.00	Fenced Labor Obligated:	0.00
Unfenced Other Authorized:	0.00	Unfenced Other Obligated:	0.00
Unfenced Labor Authorized:	0.00	Unfenced Labor Obligated:	0.00
Total Authorized:	0.00	Total Obligated:	0.00
Total Available:	0.00		

Release to Site:

Save
Close

- **Fenced Other Authorized** -Contains the total of all authorized funds that are fenced and non-labor for the 1st quarter through the active quarter. (See Site UG / App B)
- **Fenced Other Obligated** -Contains the total of all obligated funds that are fenced and non-labor for the 1st quarter through the active quarter.
- **Fenced Labor Authorized** – Contains the total of all authorized funds that are fenced and labor for the 1st quarter through the active quarter.
- **Fenced Labor Obligated** – Contains the total of all obligated funds that are fenced and labor for the 1st quarter through the active quarter.
- **UnFenced Other Authorized** - Contains the total of all authorized funds that are unfenced and non-labor for the 1st quarter through the active quarter.
- **UnFenced Other Obligated** - Contains the total of all obligated funds that are unfenced and non-labor for the 1st quarter through the active quarter.
- **UnFenced Labor Authorized** - Contains the total of all authorized funds that are unfenced and labor for the 1st quarter through the active quarter.
- **UnFenced Labor Obligated** - Contains the total of all obligated funds that are unfenced and labor for the 1st quarter through the active quarter.
- **Total Authorized** – Contains the total of all authorized fenced, unfenced, labor, and other authorized funds for the OPTAR.

- **Total Obligated** – Contains the total of all obligated fenced, unfenced, labor, and other obligated funds for the OPTAR.
- **Total Available** – Contains the OPTAR's total authorized amount less the total obligated amount.
- **Release To Site** – Indicates whether or not the OPTAR record has been released to the Site.
- **Save** – Saves the data entered on the New OPTAR screen.
- **Close** – Closes the New OPTAR screen.

NOTE: To add a new OPTAR that will contain much of the same information as an existing OPTAR, select the desired OPTAR from the OPTAR list and then select the Edit icon. This will take you to the OPTAR Detail page. At this page, select the Duplicate button, which will open the New OPTAR page showing the existing OPTAR information with an empty OPTAR ID field.

Editing an OPTAR

As required, modifications may be made to an OPTAR record via Funds Management, Build Financial Framework, OPTAR Admin. From the OPTAR Administration-Summary screen, select the Edit icon for the OPTAR to view or modify.

The OPTAR Details screen will appear, similar to:

OPTAR Details

Optar Detail

RC: TM

ID: 1A

Title: TRAINING PROGRAM 1

Keeper: Susan Myer

Holder: Mike Plumber

Address: 30 Wisteria Lane
Pensacola, Fl. 32508

External System Indicator: NONE

Direct/Reimbursable: D

Check For Funds: ☒

Site: OFF00

Funds

Fenced Other Authorized:	0.00	Fenced Other Obligated:	0.00
Fenced Labor Authorized:	0.00	Fenced Labor Obligated:	0.00
Unfenced Other Authorized:	53,000.00	Unfenced Other Obligated:	8,722.81
Unfenced Labor Authorized:	0.00	Unfenced Labor Obligated:	0.00
Total Authorized:	53,000.00	Total Obligated:	8,722.81
Total Available:	44,277.19		

Release to Site: ☒

Duplicate

Save

Close

Fields that may be edited will appear in white.

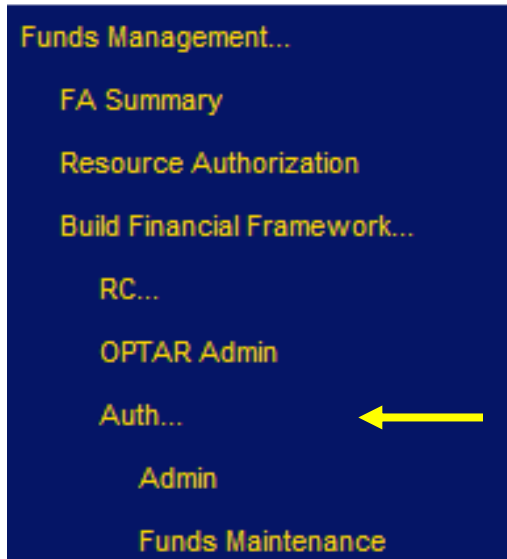
See the [Adding a New OPTAR](#) section above for a definition of all screen elements. Save changes or Close to exit the screen.

If the Duplicate key is selected, the user will be taken to a New OPTAR screen that will carry forward most of the information from the OPTAR that was edited. The user may then enter a new OPTAR ID; change or add information as desired; and Save.

AUTHORIZATION

The next Financial Framework entry is an Authorization. Portions of the RC's allotted dollars may be entered here, authorizing use of the dollars for the purpose indicated in the Authorization description. Each Authorization is given only direct or reimbursable money as is dictated by the owning OPTAR. The Authorization will identify different types of money control within the OPTAR such as Ceiling or Fenced, and Labor or Other (non-labor).

To create an Authorization, go to the Funds Management menu; select Build Financial Framework from the sub-menu and Auth. Notice that there are two options.



Auth Admin

Selection of Auth, Admin results in the Authorization Administration – Summary screen. This selection will allow qualified users to add, duplicate, modify, and delete FASTDATA Authorizations. At least one OPTAR is needed in order to create an Authorization.

Authorization Administration - Summary





















Filter

RC: OPTAR: Authorization:

Filter

Results

PAGE: 1 2 >>

Delete	Edit	RC	OPTAR	Authorization	Total Authorizations	Total Obligations	Available Balance
		AA	01	AUTH01	4,000.00	0.00	4,000.00
		AA	90	90009	10.00	0.00	10.00
		AA	9D	9D0001	2.00	0.00	2.00
		AB	07	7A0001	74,000.00	4,486.31	69,513.69
		AB	07	7A0LBR	56,000.00	1,180.00	54,820.00
		BU	03	BU003A	50,500.00	0.00	50,500.00
		BU	03	BU003B	50,500.00	0.00	50,500.00
		BU	08	BU008A	50,500.00	0.00	50,500.00
		BU	08	BU008B	50,500.00	0.00	50,500.00
		BU	09	BU009A	50,500.00	0.00	50,500.00

Add Authorization

Close

Screen Elements:

Filter Section –

The Filter section provides the opportunity to enter specific search criteria; thereby reducing the number of pages displayed in the Results section. The user may search by RC, OPTAR, or Authorization. You may enter the full value or a portion of the value with a leading and/or trailing asterisk (*) that serves as a wildcard. For example, if the user enters MA* in the Authorization field and clicks the Filter button, the system will return a list of all Authorizations that begin with MA.

Results Section –

- **Delete** –Select this Icon to delete the Authorization. You cannot delete an Authorization that has been exported or has existing JONs.
- **Edit** – Select this Icon to view or make modifications to an existing Authorization.
- **RC** – The RC to which the displayed, corresponding Authorization is associated.
- **OPTAR** – The code of the OPTAR to which the Authorization is associated.
- **Authorization** – The 6-position alphanumeric assigned to the Authorization.
- **Total Authorizations** – The total amt authorized for all 4 quarters of the active FY.
- **Total Obligations** – The year-to-date sum of all obligated amounts for all JONs attached to the Authorization.
- **Available Balance** – The year-to-date authorized amount less the year-to-date obligated.

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Adding a New Authorization

Selecting the Add Authorization button will result in a screen similar to:

New Authorization

Authorization

RC / OPTAR: Auth ID: Labor Cd:

Ceiling: ☐ SAG: Local Code:

Fenced: ☐ Function: Project Cntr:

Customer: Subfunction: Auth Desc:

Transfer Authorization: ☐ Authorization JON: No Job Orders Available Effective Date:

Remarks:

Funds

QTR	Authorized Funds	Undistributed Authorizations
1st:	<input type="text" value="0.00"/>	<input type="text"/>
2nd:	<input type="text" value="0.00"/>	<input type="text"/>
3rd:	<input type="text" value="0.00"/>	<input type="text"/>
4th:	<input type="text" value="0.00"/>	<input type="text"/>

Screen Elements:

Authorization Section –

- **RC/OPTAR** –Select the Responsibility Center (RC) and OPTAR to which the new Authorization is to be associated.
- **Auth ID** – A six-position alphanumeric code to be assigned to the new Authorization.
- **Labor Cd** – Select Non-Labor, Labor or Both from the dropdown list.
- **Ceiling** –A check in this field indicates that the JONs attached to this Authorization cannot spend over the Authorized Funds for this Authorization.
- **SAG** -The Subactivity Group code identifies breakouts of financial data in accounting for expenses and gross adjusted obligations contained in operating budgets and financed by O&MN appropriations.
- **Local Code** –This user-established code of up to five characters identifies document types and groupings for reporting purposes.
- **Fenced** –A check in this field indicates that the JONs attached to this Authorization are guaranteed the amounts specified for the purpose of this Authorization and that other Authorizations assigned to the same OPTAR cannot borrow this money. This code can be changed even after the Auth has been released to a Site.
- **Function** -Identifies a code designed to collect expense and gross adjusted obligation information required by DOD and to fulfill the management requirements of the Navy and Marine Corps.
- **Project Cntr** -Contains the user-defined, six character DMLSS Project Center ID for BUMED users.

- **Customer** -Contains the user-defined, six character DMLSS Customer ID for BUMED users.
- **Subfunction** -Identifies a further breakdown of the Function Code. A value of Z denotes a reimbursable association.
- **Auth Desc** -A brief description of the purpose of the Authorization.
- **Transfer Authorization** - This field will be checked to allow all new entries of Authorized Funds to flow to STARS-FL as an 010 Execution Code. [See the Authorization Upload Section of this User Guide.](#)
- **Authorization JON**- Select the JON on which you wish to send your 010 Execution Code authorization to STARS-FL. The Auth JON must be selected when transfer is activated. [See the Authorization Upload Section of this User Guide.](#)
- **Remarks** – User comments that are required for a successful SAVE of the AUTH. These remarks will appear in the History of the Authorization to help determine when certain actions were taken against the Authorization.

Funds Section –

Funds

QTR	Authorized Funds	Undistributed Authorizations
1st:	<input type="text" value="0.00"/>	<input type="text"/>
2nd:	<input type="text" value="0.00"/>	<input type="text"/>
3rd:	<input type="text" value="0.00"/>	<input type="text"/>
4th:	<input type="text" value="0.00"/>	<input type="text"/>

- **Authorized Funds** - 1st-4th QTR. Enter the amounts allotted to this Authorization, per quarter.
- **Undistributed Authorizations** – 1st-4th QTR. The amounts, per quarter, left in the RC Funds that have not been “authorized” for spending.

Editing an Authorization

As required, modifications may be made to an Authorization record via Funds Management, Build Financial Framework, AuthAdmin. From the Authorization Administration-Summary screen, select the Edit icon for the Authorization to view or modify.

Authorization Administration - Summary

Filter

Results

Delete

Edit

RC

OPTAR

Authoriz

AA 01

AUTH01

AA 90

90009

AA 9D

9D0001

AB 07

7A0001

The Authorization Details screen will appear, similar to:

Authorization Detail

Authorization

RC / OPTAR: AA / 01

Auth ID: AUTH01

Labor Cd: Non-Labor

Ceiling: ☐

SAG:

Local Code:

Fenced: ☐

Function:

Project Cntr:

Customer:

Subfunction:

Auth Desc: 010 AUTH

Transfer Authorization: ☒

Authorization JON: EDU009AA010

Effective Date: 10/21/2010

Remarks:

View History

Funds

QTR	Authorized Funds	Undistributed Authorizations
1st:	0.00	(12.00)
2nd:	0.00	0.00
3rd:	0.00	0.00
4th:	4,000.00	1,000.00
Total:	4,000.00	

YTD

YTD Authorizations: 0.00

YTD Obligations: 0.00

Encumbered: 0.00

Inventory Issued: 0.00

Available Balance: 0.00

Release to Site: ☒

Duplicate

Save

Close

Fields that may be edited will appear in white.

See the [Adding a New Authorization](#) section above for a definition of all screen elements.

If the Duplicate key is selected, the user will be taken to a New Authorization screen that will carry forward most of the information from the Auth that was edited. The user may then enter a new AUTH ID; change or add information as desired; and Save.

Auth Funds Maintenance

This menu selection allows the FA to view and/or update Authorization fund amounts for multiple Authorizations in a tabular format. This menu selection also allows filtered data to be extracted by the FA into an Excel spreadsheet. The list of Authorizations may be filtered on Responsibility Center, Short Line of Accounting, OPTAR, Authorization ID and/or Funding Type.

Selection of Auth Funds Maintenance displays a screen similar to the one below that displays all Authorizations and Short LOAs associated to your filtered search criteria.

Authorization Funds Maintenance

Filter

RC: Short LOA: OPTAR: Authorization: Funding Type: Sort Order: ☐ Ascending ☐ Descending

Filter Clear

Results

PAGE: 1

Remarks: Effective Date: 9/27/2012

SC ID	Short LOA	OPTAR	Auth	Other G1 Amount	Other G2 Amount	Other G3 Amount	Other G4 Amount	Other VTD Auth Amount	Other Auth Total	Obligated Amount	Inventory Issued Amount	Auth Balance
AA	17 17 11/11 1804 1360 EDU20 0 068566	01	AUTH01	0.00	0.00	0.00	4,000.00	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00
AB	17 17 11/11 1804 1200 EDU20 0 068566	07	TA0001	56,000.00	6,000.00	6,000.00	6,000.00	\$74,000.00	\$74,000.00	\$4,690.31	\$0.00	\$69,309.69
MY	17 17 11/12 1319 4200 EDU20 0 068566	MY01	MY0001	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TM	17 17 11/11 1804 1360 68845 0 068566	1A	1A0001	53,000.00	3,000.00	3,000.00	3,000.00	\$62,000.00	\$62,000.00	\$0.00	\$0.00	\$62,000.00

Save Export Close

For each Auth and quarter that requires update, you must enter remarks in the "Remarks" block; enter the desired "Effective Date" (default is current date); and the total Authorized amount (not the mod or the adjustment amount). As you move to the next line to update, FASTDATA refreshes the display of the calculated amounts for the updated row, and marks the row so you will know that it has been modified but not yet saved.

Uploading an Authorization to STARS-FL

Authorizations may be uploaded to STARS-FL via use of the Automated Jobs process. The uploads will consist of the following Execution Codes:

<u>STARS-FL</u>		<u>FASTDATA Source</u>
110	Direct Auth for the OB	RC Funds
010	Direct Auth for the Fund Status	OPTAR Auth for Direct
121	Reimb Orders Received	OPTAR Auth for Reimb

The applicable automated jobs shown below must be turned on by the FA user to transfer the authorizations.

Active	Description	Latest Date/Time Executed	Interval Type	Scheduled Run Time	Minute Interval
N	Send OPTAR Authorizations (010,121) to STARS-FL.	-Never-	MIN	0:00	30.0
N	Send RC Funds Authorizations (110) to STARS-FL.	-Never-	MIN	0:00	30.0
Y	Send expenditures to the Site(s).	02/23/2009 13:31:30	MIN	0:00	5.0

Save Close

Amounts transferred are net changes to those entered on the RC screen (110s) and on the Authorization detail screen or those that were imported from Budget Builder (010s and 121s).

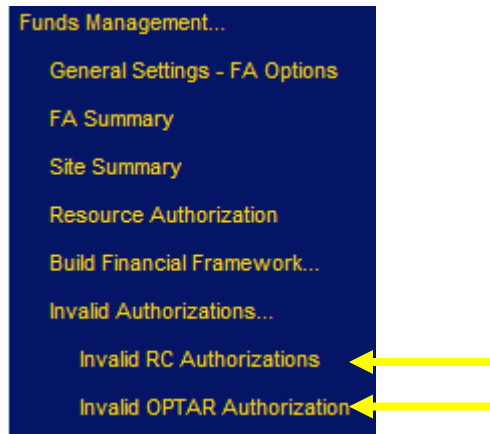
REQUIRED STEPS

1. In the Responsibility Center record, check the Transfer RC Funds box to send the RC Funds (Execution Code 110) to STARS.
2. Establish an OPTAR to be used for the Authorization upload.
3. Establish an Authorization to be used for the Authorization upload. **Initially set it up with zero dollars** until the Authorization JON is created and available to select as the Authorization JON.
4. Establish an Authorization JON for upload of the OPTAR authorization (Execution Code 010 or 121) and release the JON to STARS-FL.
5. Return to the Authorization. Select the Authorization JON, add Funds and put a check in the Transfer Authorization box. Remarks are also required.

Note: If Authorization is already set up, and converted when deployment to the Web is taking place, make sure the 010s match in STARS-FL and FASTDATA. Then go into the Authorization Edit and associate a JON to the Authorizations JON and check for transfers. From then on, any new increases or decreases to funds 010 will flow to STARS-FL and update both systems.

Invalid RC/Authorizations

When STARS-FL processes the incoming FASTDATA authorization data described in the previous sections, there may be errors resulting in rejected transactions. STARS-FL will provide feedback of any such errors and will allow users to purge or correct and resend the data via Invalid RC/OPTAR Authorizations as shown on the menu below:



JON ADMIN

Select Job Order Admin from the Funds Management, Build Financial Framework menu and select Add Job Order. Enter the following data on the General Information tab:
JON; JON Description (like **STARS AUTH JON**); RC/OPTAR and Other Authorization.

Before saving, highlight the Accounting tab and enter the required data to make the JON complete and ready to be transmitted to STARS-FL. (Cost Center; Sub Cost Center; Chargeable UIC; Function/SubFunction; Cost Account and SAG.)

Click Save and OK to the successful save message to receive a display of the JON just created. Notice that the Status has changed from New (Incomplete) to New (Complete) because the accounting data has been entered, making the JON eligible to be included in the next JON batch sent to STARS-FL.

NOTE: JONs set up to capture cost against an authorization should have the same accounting information.

Select Home to return to the FA main menu.

AUTH ADMIN

Return to Auth Admin and select the Edit icon for the Upload Authorization. Select the Authorization JON from the drop list and also type in Remarks such as “**AUTH JON selected for STARS-FL.**” Enter Current QTR Authorized Funds.

Click SAVE and receive a reminder message that you may want to check the Transfer Authorization box. Click OK to the warning and then OK to the successful save message.

At this point, there are two ways to mark the Transfer Authorization. Heed the message while on the Authorization screen and go back and place the check in **Transfer Authorization**. Or, return to the RC screen and use the **Transfer Authorization** feature, selecting “Mark all authorizations for transfer.” This would automatically put the check in the Transfer Authorization box of all Authorizations belonging to the RC. (The “Mark all” and “Unmark all” on the RC screen is intended to help when mass action is required.)

If user chooses, stay on the Authorization screen and **put a check in the Transfer Authorization box**. Click Save and OK to the successful save message. Request View History.

Return to the FA main menu.

SERIAL RANGE ADMIN

Serial ranges are established by the FA and provided to each Site for use in automatically assigning the last four positions of a Milstrip Document Control Number (DCN) or a DD1155 DCN or the last five positions of a Standard Document Number (SDN).

For example, a Milstrip DCN would begin with a service code and UIC, followed by the Julian date. The last four positions are derived from the serial range established by the FA.

N00188 3091 _ _ _ _

A standard document number also begins with the service code and UIC, but it is followed by the 2-position fiscal year and the document type. The last five positions are derived from the serial range established by the FA.

N00188 12 TO _ _ _ _ _

Serial ranges may be set up for one document type (such as the TO above for travel orders) or may be set up to accommodate all document types.

Serial Ranges may be established for use by the entire Site or may be established for use by one specific OPTAR within the Site. If a range is set up and associated to an OPTAR, only the JONs associated to that RC/OPTAR combination will be visible when documents are created at the Site. If there is no RC/OPTAR selection made on the serial range, then the JONs of other OPTARS in the Site will be visible when creating documents.

Serial Ranges cannot be established more than once for the same SDN UIC and document type. This ensures that duplicate DCNs cannot be created within one FA.

Rules for Serial Ranges - The rules below are provided when adding a new serial range or modifying an existing serial range. Alpha characters used in serial ranges must be in upper case. FASTDATA will automatically convert them to upper case for you if you enter them in lower case.

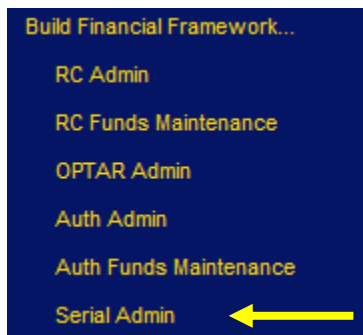
Rules for the Beginning Serial Number

- Can have four or five alphanumeric characters, depending on the document type for the serial range
- Beginning Serial and Ending Serial must be the same length
- Enter letters in the first three positions but not the letters I and O
- For a new serial range, a beginning number is required
- When modifying serial range information, the beginning serial range number cannot be modified

Rules for the Ending Serial Number

- The Ending Serial must have the same number of characters as the Beginning Serial
- The Ending Serial value must be greater than the Beginning Serial
- For a new serial range, an ending number is required
- When modifying serial range information, the ending serial cannot be modified. range number if the serial range has been exported or has been deactivated and not yet acknowledged

- When modifying the ending number, it can be decreased but not increased



Selecting Serial Admin from the menu displayed above will result in a screen similar to:

Serial Administration - Summary

Filter

Site:
RC:
OPTAR:
Beginning Range:

Filter

Results

PAGE: 1

Delete	Edit	Site	RC	OPTAR	Beginning	Ending	Last	Description	SDN UIC
		OFF00	N/A	N/A	A1000	A1500	A1009	SDN Serial Range-Gen	EDU00
		OFF00	N/A	N/A	A5000	A5200	A5008	SDN SOFTWARE	EDU00
		OFF00	N/A	N/A	B500	B525	00000	MILSTRIP SOFTWARE	EDU00

Add Serial
Close

Screen Elements:

Filter Section –

The Filter section provides the opportunity to enter specific search criteria; thereby reducing the number of pages displayed in the Results section. The user may search by Site, RC, OPTAR, or Beginning Range. Enter the full value or a portion of the value with a leading and/or trailing asterisk (*) that serves as a wildcard. For example, if the user enters NC* in the Beginning Range field and clicks the Filter button, the system will return a list of all Serial Ranges that begin with NC.

Results Section –

- **Delete** –Select this Icon to delete the Serial Range. Cannot delete a Serial Range that has been exported.
- **Edit** – Select this Icon to view or make modifications to an existing Serial Range.
- **Site** – The Site to which the displayed, corresponding Serial Range is associated.
- **RC** – The RC to which the displayed, corresponding Serial Range is associated.

- **OPTAR** – The OPTAR to which the Serial Range is associated.
- **Beginning** – The alphanumeric beginning number in the Serial Range.
- **Ending** – The alphanumeric ending number in the Serial Range
- **Last** – The last number used in the Serial Range.
- **Description** – A description of what the range should be used for.
- **SDN UIC** – The 5-position alphanumeric Standard Document Number UIC set up in the serial range. This SDN UIC, preceded by the Service Code, determines the first 6 positions of the DCN for documents created using this range.
- **Add Serial** – Select this button to add a new serial range. See detailed information below.
- **Close** – Closes the Serial Administration-Summary screen.

Adding a New Serial Range

Selection of the Add Serial button will result in a screen similar to:

New Serial

Serial

Site: Description: RC/OPTAR

Beginning Serial: Ending Serial: Last Serial: 00000

SDN UIC: Deactivate: ☐

Service Code:

Document Types

<input type="checkbox"/> MILSTRIP	<input type="checkbox"/> DD1155	<input type="checkbox"/> CREDIT CARD	<input type="checkbox"/> All SDN Documents
<input type="checkbox"/> DD448	<input type="checkbox"/> NC2275	<input type="checkbox"/> NC2276	<input type="checkbox"/> NC2276A
<input type="checkbox"/> DD282	<input type="checkbox"/> NAVPERS 1320/16	<input type="checkbox"/> DD1610	<input type="checkbox"/> SF44
<input type="checkbox"/> SF182	<input type="checkbox"/> DD1556		
<input type="checkbox"/> SF1164	<input type="checkbox"/> MISCELLANEOUS	<input type="checkbox"/> DD1149	<input type="button" value="Reset"/>

Screen Elements:

Serial Section –

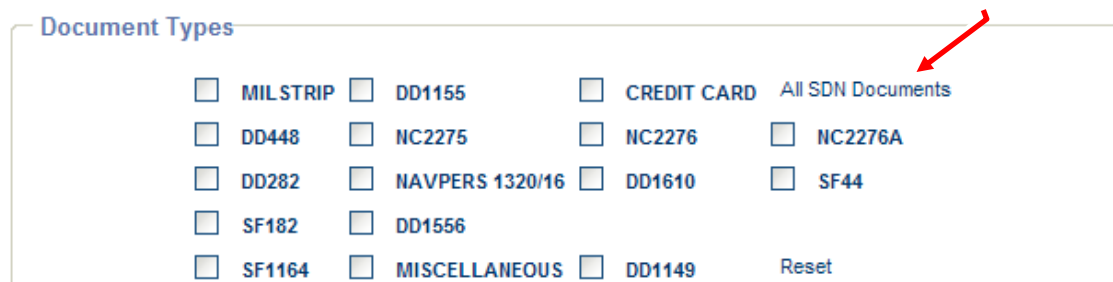
- **Site** – Identifies the Site to which the serial number range will be assigned. The default is blank. You must select the desired Site from the dropdown list.
- **Set Site** - Select the Set Site button to restrict use of the range to one specific OPTAR within the Site. When selected, a list of the Site's OPTARs will appear in the RC/OPTAR field and the user creating the Serial Range may select the OPTAR to which he wishes to assign the new range.
- **Description** – A serial number range description of up to 25 characters.
- **RC/OPTAR**-If the Set Site button is selected, this field will display a list of OPTARs associated with the selected Site.

- **Beginning Serial** –Enter the alphanumeric characters of the beginning numbers for the serial range. This field may be four or five characters, depending on the document type for the serial range.
- **Ending Serial** -Enter the alphanumeric ending characters for the document number serial range. The ending serial number must be greater than the beginning Serial number and must be the same length as the beginning serial number range.
- **Last Serial** –This will be 00000 when adding a new serial range. It displays the serial range number last used.
- **SDN UIC** -The 5-position alphanumeric Standard Document Number UIC set up in the serial range. This SDN UIC, preceded by the Service Code, determines the first 6 positions of the DCN for documents created using this range. When modifying serial range information, you can modify the SDN UIC if the serial range has not been released.
- **Deactivate** -Controls whether the serial range number is active. When unchecked, the serial range number is active; when checked, the serial range number has been deactivated.
- **Service Code** -The code identifying the government department or Navy activity as a fleet or shore establishment. When adding or modifying serial range information, the Service Code can be changed.

Document Types Section – This section identifies the document(s) that will use the serial range. At least one Document Type must be checked. Selecting the All SDN Documents will identify all documents less the MILSTRIP, DD1155 and Credit Card. Select Reset to clear all check boxes.

Document Types

<input type="checkbox"/> MILSTRIP	<input type="checkbox"/> DD1155	<input type="checkbox"/> CREDIT CARD	<input type="checkbox"/> All SDN Documents
<input type="checkbox"/> DD448	<input type="checkbox"/> NC2275	<input type="checkbox"/> NC2276	<input type="checkbox"/> NC2276A
<input type="checkbox"/> DD282	<input type="checkbox"/> NAVPERS 1320/16	<input type="checkbox"/> DD1610	<input type="checkbox"/> SF44
<input type="checkbox"/> SF182	<input type="checkbox"/> DD1556		
<input type="checkbox"/> SF1164	<input type="checkbox"/> MISCELLANEOUS	<input type="checkbox"/> DD1149	<input type="button" value="Reset"/>



- **MILSTRIP** Requires a four-character serial range. This selection assigns document types of DD1348 and DD1348-6. When selected, the only other selectable document type is DD1149.
- **DD1155** - Requires a four-character serial range. No other documents may be selected at the same time. (Unlike the four-character serial ranges for MILSTRIP documents, the four-character serial range for the DD1155, a contracting document, does not start over each day. FASTDATA does not allow Site users to select a MILSTRIP serial range for a DD1155 document to ensure each document control number is unique.)
- **CREDIT CARD** - Requires a five-character serial range. No other documents may be selected at the same time.
- **All SDN Documents** - Requires a five-character serial range. Serial ranges cannot overlap existing ranges for selected document types within the same UIC. Document type MILSTRIP, DD1155 or Credit Card cannot be selected. This selection automatically selects document types DD448, NC2275, NC2276, NC2276A, DD282, NAVPERS 1320/16, DD1610, SF44, Miscellaneous, DD1149, SF182 and SF1164.

- **Reset** – Clears the previously selected checkmarks.
- **DD448 and other Doc Types** – If a serial range is being established for a particular document type(2), place a check by the desired one(s).
- **Save** -Saves the New Serial Range information.
- **Close** -Closes the New Serial page.

Editing a Serial Range

As required, modifications may be made to a Serial Range. From the Serial Administration-Summary screen, select the Edit icon for the range to view or modify and receive a screen similar to:

Serial Details

Serial

Site: OFF00

Description: SDN SOFTWARE

RC/OPTAR

Beginning Serial: A5000

Ending Serial: A5200

Last Serial: A5008

SDN UIC: EDU00

Deactivate:

Service Code: N - Navy Activities (excluding Marine Corps)

Document Types

☐ MILSTRIP
☐ DD1155
☐ CREDIT CARD
All SDN Documents

☒ DD448
☒ NC2275
☒ NC2276
☒ NC2276A

☒ DD282
☒ NAVPERS 1320/16
☒ DD1610
☒ SF44

☒ SF182
☒ DD1556

☒ SF1164
☒ MISCELLANEOUS
☒ DD1149

Reset

Release to Site: ☒

Duplicate

Save

Close

Fields that may be edited will appear in white.

[See the Adding a New Serial Range](#) section above for a definition of all screen elements.

If the Duplicate key is selected, the user will be taken to a New Serial screen that will carry forward most of the information from the Serial Range that was edited. The user may then enter a new Serial Range; change or add information as desired; and Save.

FAs have the capability to reset the Last Serial number used via the Edit mode.

Deleting, Deactivating, and Reusing a Serial Range

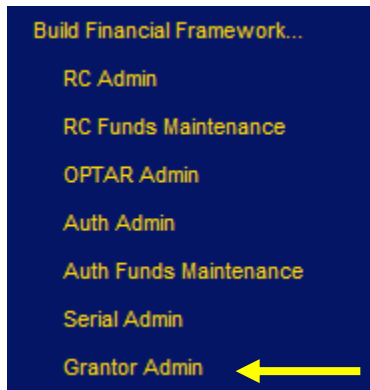
Delete a serial range only if the Site did not use the serial range (the last number used is 0000). On the Serial Admin-Summary screen, click the Delete Icon by the range to delete.

Deactivate a serial range that **has** been used by the Site. On the Serial Admin-Summary screen, click the Edit Icon by the range to deactivate. This will display the Serial Details screen on to check the Deactivate box. After saving, the deactivated range will show on the Serial Admin-Summary screen as now ending in the last number used. It will no longer be available for selection at the Site.

Reassign the unused portion of a deactivated serial range by making a new range set up to begin with the last serial number used plus one as the beginning number. For example, if the serial range was **0001 - 0099**, and **0020** was the last number used, create a new serial range using **0021** as the beginning number. The ending number of the new serial range does not have to be the original ending number.

GRANTOR ADMIN

When a reimbursable document is received at your command, it contains the line of accounting (LOA) of the activity issuing (or *granting*) funds to your activity in exchange for services or material. The LOA of that grantor must be entered into FASTDATA and forwarded to STARS-FL.



Selection of Grantor Admin results in a screen similar to:

Grantor Administration - Summary

Filter

Segment Number:

DCN:

ACRN:

Filter

Results

PAGE: 1

Delete	Edit	Segment Number	DCN	ACRN
		4211	N0002009WR33779	AA

Add Grantor

Close

Screen Elements:

Filter Section –

The Filter section provides the opportunity to enter specific search criteria; thereby reducing the number of pages displayed in the Results section. The user may search by Segment Number, DCN or ACRN. Enter the full value or a portion of the value with a leading and/or trailing asterisk (*) that serves as a wildcard. For example, if the user enters N0003* in the DCN field and clicks the Filter button, the system will return a list of all DCNs that begin with N0003.

Results Section –

- **Delete** – Select this Icon to delete the Grantor.
- **Edit** – Select this Icon to view or make modifications to an existing Grantor.
- **Segment Number** – The Segment Number that was assigned upon creation of the Grantor.
- **DCN** – The DCN to which the displayed, corresponding Segment is associated.
- **ACRN** – The ACRN to which the displayed Segment is associated.
- **Add Grantor** – Select this button to create a new Grantor. See details below.
- **Close** – Closes the Grantor Administration-Summary screen.

Adding a New Grantor

A new grantor can be added for use on a reimbursable JON. Create a new grantor and it will be available for selection on the Job Order Number screen on the Grantor tab. Multiple JONs can have the same reimbursable grantor. The information to set up the Grantor can be found on the funding document provided by the Grantor.

Selection of the Add Grantor button on the Grantor Administration-Summary screen results in a New Grantor screen similar to:

The screenshot shows a 'New Grantor' form with the following fields and controls:

- RC Fund:** AA 2009 (dropdown)
- Segment Number:** (text input)
- DCN:** (text input)
- ACRN:** (text input)
- Reimb Source:** Non-Federal Source Collected in Advance (dropdown)
- Funds Expire:** (text input with calendar icon)
- Service Code:** (dropdown)
- SubHead:** (text input)
- Object Class:** (text input)
- APPN:** (text input)
- SA/OB Suffix:** (text input)
- AAA UIC:** (text input)
- BCN:** (text input)
- Treasury Index:** (dropdown)
- PAA Code:** (text input)
- Transaction Type:** (text input)
- Cost Code:** (text input)
- Grantor UIC:** (text input)
- UIC Mail Code:** (text input)
- Performer Mail Code:** (text input)
- Billing Frequency:** None (dropdown)
- Report Frequency:** None (dropdown)
- Hardcopy:** ☐
- Carry Forward Reimbursable:** ☐

At the bottom of the form are two buttons: **Save** and **Close**.

Screen Elements

- **RC Fund** – From the dropdown list, select the desired RC to which this Grantor will be associated.
- **Segment Number** -A locally assigned, four-character alphanumeric code for direct and reimbursable cost accumulation under an OPTAR, Special Deposit number, or reimbursable work order. You may sort in either ascending or descending order by selecting the column heading.
- **DCN** -Identifies the grantor DCN. You may sort in either ascending or descending order by selecting the column heading.
- **ACRN** -Identifies the grantor ACRN. You may sort in either ascending or descending order by selecting the column heading.
- **Reimb Source** - The one character Reimbursable Source Code identifies the source of a funded reimbursement for appropriations. Funded reimbursables are receivables for services performed under a reimbursable work order. Unfunded reimbursables are receivables for services or materials not performed or furnished under a reimbursable work order, and may or may not be funded by an allotment. A value is required. Select the desired Reimbursable Source Code from the drop-down list.
- If the Reimbursable Source Code is 6 or #, the fields for Service Code, APPN, SubHead, BCN, AAA UIC, and Treasury Code must be blank. The following list identifies valid values.
- **Code Indicates 1:** Funded Intra-Appropriation. The debit and credit sides of reimbursable billings cite the same appropriation. 3 Funded Other Defense Accounts. Billings to other Defense appropriations (DD Code 17, 21, 59 and 97). Funded Non-Federal Sources. Cash advances from foreign governments and private parties. Funded Foreign Military Sales (FMS) Trust Fund. Reimbursement source from FMS. A Funded Off-Budget Federal Agencies. Reimbursements from agencies that are not appropriated, such as the U.S. Postal Service. D Funded Military Assistance, Executive. E Funded Other Non-Defense Accounts. Reimbursements from non-DOD agencies, such as the U.S. Coast Guard. # Non-Federal Source Collected in Advance.
- **Funds Expire** - Contains the date on which the associated funding will expire for obligating purposes. If you check the Carry Forward Reimbursable checkbox, a value is required and must be later than the current date.
- **Service Code** - Identifies the Grantor's service code. Select from the dropdown list of valid service codes. A value is required if the Reimbursable Source Code is other than 6 or #. If the Reimbursable Source Code is 6 or #, this field must be blank. The following list identifies valid values.
 - 1 Army
 - 2 Air Force
 - 3 Department of Defense
 - 4 Navy
 - 5 Coast Guard
 - 6 Civil Service
 - 7 Federal Emergency Management Agency
 - 8 National Oceanic and Atmospheric Administration

- **APPN** - Identifies the funds authorized by Congress for use by the government to incur obligations and expenditures.
 - A value is required if the Reimbursable Source Code is not 6 or # and the Service Code is 4.
 - If the Reimbursable Source Code is 6 or #, this field must be blank. This value is composed of the two-digit fiscal year and the four-digit Appropriation Symbol.
 - If the Reimbursable Source Code value is 1, the last four characters must match the last four characters of the RC's Appropriation.
 - If the Reimbursable Source Code value is 3, the grantor Appropriation value cannot be the same as the RC's.
 - If the Reimbursable Source Code value is 8, the grantor Appropriation value must be **8242**.
- **SubHead** - A four-character field that identifies the major claimant and the budget activity. The first two positions identify the major claimant and administering office for the funds. The third character identifies the budget activity of the Five Year Defense Plan. The last character is for local use by the major claimant and often identifies an expense limitation holder. A value is required if the Reimbursable Source Code is not 6 or # and the Service Code is 4. If the Reimbursable Source Code is 6 or #, this field must be blank.
- **Object Class** - A three-digit code that classifies the nature of services, articles, or other items involved, as distinguished from identifying the purpose for which obligations are incurred. Except for financial transactions affecting the international balance of payments, this value should be zeros. (Do not confuse the Object Class value with the OMB Object Class value; they are different.)
- **BCN** - The five-character Bureau Control Number is a multiple use element assigned to the next subdivision of funds below the Subhead. It is either the actual BCN (UIC of the activity receiving the funds) or the Budget Project and Allotment Number. A value is required if the Reimbursable Source Code is not 6 or # and the Service Code is 4. If the Reimbursable Source Code is 6 or #, this field must be blank.
- **SA/OB Suffix** - A one-character code identifying the subdivision of an allotment.
- **AAA UIC** - The five character Authorizing Accounting Activity UIC identifies an activity designated to perform accounting for another activity. A value is required if the Reimbursable Source Code is not 6 or # and the Service Code is 4. If the Reimbursable Source Code is 6 or #, this field must be blank.
- **Transaction Type** - The two-character Transaction Type code identifies the type of transaction, such as stores account purchase, plant property account purchase, or a transaction of special interest.
- **Treasury Index** - A two digit Department of Treasury code identifying the governmental department to whom the funds being specified are appropriated or the department responsible for administering the funds. Select the desired code from the drop-down list. A value is required if the Reimbursable Source Code is not 6 or #, the Service Code is 4, and the Appropriation field is not blank. If the Reimbursable Source Code is 6 or #, this field must be blank.
- **PAA Code** - The six-character Property Accounting Activity Code identifies the UIC of the activity acquiring plant property when funds being charged are an OPN allotment.

- **Cost Code** - Used as the source of any information needed for the preparation of reports that require detail beneath the level identified in the remainder of the accounting classification code data.
- **Grantor UIC** - The five character UIC of the Grantor. A value is required.
- **Billing Frequency** - A code stored with the Grantor UIC Mail Code record in STARS-FL that identifies how frequently the customer requests billing. Valid values are **None, Completion, Monthly, and Quarterly**. Select the desired value from the drop-down list.
- **UIC Mail Code** - A code stored with the Grantor UIC Mail Code record in STARS-FL that identifies the address for hard-copy billings and reports.
- **Report Frequency** - A code stored with the Grantor UIC Mail Code record in STARS-FL that identifies how frequently the customer requests billing. Valid values are **None, Completion, Monthly, and Quarterly**. Select the desired value from the drop-down list.
- **Performer Mail Code** - The mail code identifying the address of the person performing the work.
- **Hardcopy** - A setting stored with the Grantor UIC Mail Code record in STARS-FL that identifies whether the customer requires a hard-copy bill or report. Validates on RSC.
- **Carry Forward Reimbursable** - Indicates whether unused reimbursable authorizations from a current fiscal year JON will automatically transfer to a new fiscal year JON that is being rolled over.
- **Save** - Saves your entries on the Grantor Administration - New page.
- **Close** - Closes the Grantor Administration - New page.

When setting up the Mail Code for the Grantor you can verify which one is correct with the address on the funding document by going to STARS-FL, FASTPATH: MUIC to see which one to use.

STARS-FL interface does not accept the performer mail code if other than blank so make sure the BCN or CUIC used in the JON is set up with DFAS to have a blank performer mail code.

Editing a Grantor

To make changes to an existing Grantor, select the Edit icon from the Grantor Administration-Summary page.

Grantor Administration - Summary

Filter

Segment Number:



DCN:

ACRN:

Filter

Results

PAGE: 1

Delete	Edit	Segment Number	DCN	ACRN
		8977	N652990MONKEY	AA
		8988	N652990GIRAFFE	AA

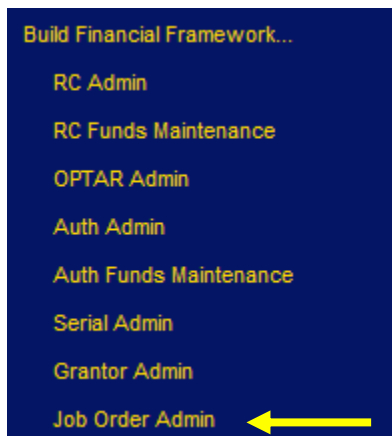
The Grantor Details screen will appear. Make the desired changes to fields in white and Save.

JOB ORDER ADMIN

Job order numbers may be set up in FASTDATA and exported to STARS-FL or may be established in STARS-FL and imported into FASTDATA.

Those established in STARS-FL will be brought into FASTDATA via the automated job entitled “Receive JONs from STARS-FL.” File content can be viewed in File Inventory. Should there be any errors with the incoming JONS, the Validation/Rejection Reason will be displayed on the FA JON Import screen. Once corrections are made, the user may re-import the invalid JONs.

The rest of this section is devoted to those JONs established in FASTDATA and exported to STARS-FL.



Use this menu option to add, modify, view, and delete JONs. When adding a new JON, it is associated with the currently active RC. The RC type, which is based on the RC System Code, identifies the type of accounting functions with the type of accounting being performed.

Job Orders can flow to STARS-FL every 5-30 minutes and will not be held until a batch process at night. Acknowledgement will come back from STARS-FL as well on the Valid/Invalid listings in a timelier manner. This applies to all funding types.

Selection of Job Order Admin from the menu shown above will result in a screen similar to:

Job Order Administration - Summary

Filter

RC:

OPTAR:

Other Auth:

Labor Auth:









Job Order Number:

Matched Status:

Filter

Results

PAGE: 1 2 >>

Delete	Edit	RC	OPTAR	Other Auth	Labor Auth	JON	Description	Other Cost	Labor Cost
		BU	09	BU009B	N/A	6809410911B	GENERAL OPS 2	0.00	0.00
		TM	01	AUTH01	N/A	EDU001AA101	STARS AUTH JON	0.00	0.00
		AB	07	7A0001	N/A	EDU001AB100	SOFTWARE BUYS	898.03	0.00
		AB	07	7A0001	N/A	EDU001AB250	MISC OPS	160.00	0.00

Screen Elements:

Filter Section –

The Filter section provides the opportunity to enter specific search criteria; thereby reducing the number of pages displayed in the Results section. The user may search by RC, OPTAR, Other/Labor Authorization and Job Order Number. In the Job Order Number field, enter the full value or a portion of the value with a leading and/or trailing asterisk (*) that serves as a wildcard

Results Section –

- **Delete** –Select this Icon to delete the JON.
- **Edit** – Select this Icon to view or make modifications to an existing JON.
- **RC** – The RC to which the displayed, corresponding JON is associated.
- **OPTAR** – The code of the OPTAR to which the JON is associated.
- **Other Auth** – The 6-position Other Authorization to which the JON is associated.
- **Labor Auth** – The 6-position Labor Authorization to which the JON is associated.
- **JON** – The 11-position job order number.
- **Description** – The description of each respective JON.
- **Other Cost** – The year-to-date Other cost incurred against the listed JON.
- **Labor Cost** – The year-to-date Labor cost incurred against the listed JON.

Adding a Job Order Number

To add a new JON, select Add Job Order from the Job Order Administration-Summary screen and receive a screen similar to:

The screenshot shows the 'Job Order Details' window with the 'General Information' tab selected. The window contains the following fields and controls:

- JON:** A text input field.
- JON Description:** A text input field.
- Status:** A dropdown menu currently showing 'New (Incomplete)'.
- Local Code:** A text input field.
- RC/OPTAR:** A dropdown menu with a 'Set OPTAR' button next to it.
- Other Authorization:** A dropdown menu showing 'Unmatched'.
- Other Close Date:** A date input field with a calendar icon.
- Other Cost:** A text input field showing '0.00'.
- Labor Authorization:** A dropdown menu showing 'Unmatched'.
- Labor Close Date:** A date input field with a calendar icon.
- Labor Cost:** A text input field showing '0.00'.
- Object Class Code:** A text input field showing '000'.
- Promote to Outyear:** A checked checkbox.
- Release to Site:** An unchecked checkbox.
- Export to STARS-FL:** A checked checkbox.
- Buttons:** 'Save' and 'Close' buttons at the bottom.

There are four tabs on the Job Order Details screen. Each will be discussed below:

General Information

- Enter new JON

- View or edit existing JON

Accounting

- Funding type information is entered for new JONs

- Screen format is based on funding type of the JON

 - Allotment

 - MPN (Military Personnel Navy)

 - O&MN (Operations and Maintenance, Navy)

 - RPN (Reserve Personnel Navy)

 - RDT&E (Research & Development)

Special Data

- Provides special reporting data contingent on JON being for an O&MN RC and whether the Housing, Public Works, Flying Hours, Plant Property, or Ships Maintenance was selected on the Accounting tab.

Grantor

- When the selected JON is for an O&M,N; MPN; or RPN RC with a reimbursable OPTAR, the Grantor tab is available.

The screenshot shows a software window titled "Job Order Details" with a tabbed interface. The "General Information" tab is active. Inside, there's a section titled "New Job Order". Fields include: "JON:" (text box), "JON Description:" (text box), "Status:" (dropdown menu showing "New (Incomplete)"), "Local Code:" (text box), "RC/OPTAR:" (dropdown menu with a "Set OPTAR" button), "Other Authorization:" (text box showing "Unmatched"), "Other Close Date:" (text box with a calendar icon), "Other Cost:" (text box showing "0.00"), "Labor Authorization:" (text box showing "Unmatched"), "Labor Close Date:" (text box with a calendar icon), "Labor Cost:" (text box showing "0.00"), "Object Class Code:" (text box showing "000"), "Release to Site:" (checkbox), "Promote to Outyear:" (checkbox), and "Export to STARS-FL:" (checkbox). At the bottom are "Save" and "Close" buttons.

Screen Elements on the General Information Tab

- **JON** - Contains the selected 11-character alphanumeric code identifying an accounting transaction. The first 5 characters are the UIC; next is the last position of the fiscal year for which the JON is active, and the last 5 digits identify the Serial Number.
- **JON Description** - Briefly describes the JON. Can be changed in edit. For BUPERS activities, the first two characters MUST be the OLD SAG, a space and then the description can be entered.
- **Status** - Identifies the selected JONs status. These values are listed on the next page.
- **Local Code** - A user-established code that identifies document types and groupings for reporting purposes. Can be changed in edit.
- **RC/OPTAR** - Identifies the RC and OPTAR associated with the JON.
- **Set OPTAR** - Once the RC/OPTAR is filled in, select Set OPTAR. This process opens the dropdown box to select the Other Authorization or Labor Authorization depending on the OPTAR that is selected for the JON.
- **Other Authorization** - Identifies the Other or both Labor and Other authorization associated with the JON. If the JON is not matched to an authorization, this value will be Unmatched. Can be changed in edit if the JON has not been exported to the Site.
- **Other Close Date** - The date on which the associated Other Authorization is closed to transactions. Can be changed in edit.
- **Other Cost** - Identifies the Other obligated amount.
- **Labor Authorization** - Identifies the Labor authorization associated with the selected JON. If the JON is not matched to an authorization, this value will be Unmatched. Can be changed in edit if the JON has not been exported to the Site.
- **Labor Close Date** - The date on which the associated Labor Authorization is closed to labor transactions. Can be changed in edit.
- **Labor Cost** - Identifies the obligated Labor amount.
- **Object Class Code** - An element in the Accounting Classification long line of accounting (LOA). Except for reimbursement collection documents or expenditure transactions that affect the International Balance of Payments (IBOP), this three-character code will be **000** (zeros). (Do not confuse the Object Class value with the OMB Object Class value; they are different.) Can be changed in edit.

- **Promote to Outyear** - Controls whether the selected JON is included when you run the Outyear utility to promote RCs and their associated OPTARs, authorizations, JONs, Sites, serial ranges, and grantor data to the outyear. The default is yes (checked). Unchecking this box will exclude the JON in the outyear process.
- **Release to Site** - Controls whether the selected JON will be included the next time you release RCs, OPTARs, AUTHs, and JONs to the Site. This field is view only. This box will automatically be checked once the Release button has been selected on this page.
- **Export to STARS-FL** - If the JONs status is Complete and this check box is checked, the selected JON will be included in your next export to STARS-FL. If the selected JON has been exported to STARS-FL, you cannot uncheck this check box. The default when setting up new is a check mark to export.
- **Save** - Select this button to save the JON.
- **Close** - Select this button to close the JON Order Details screen.

Job Order Statuses

- **New (Incomplete)** - A new JON created in FASTDATA that is lacking required STARS-FL data. JONs with this status cannot be export to STARS-FL.
- **New (Complete)** - A new JON created in FASTDATA that contains all required STARS-FL values and has not been exported to STARS-FL.
- **New (Unacknowledged)** - A new JON created in FASTDATA that contains all required STARS-FL values and has been exported but not yet acknowledged by STARS-FL.
- **New (In Error)** - A new JON returned from STARS-FL that contains accounting data errors.
- **New (unacknowledged) but Modified** - Is available for Export and after Export the Status will be Modified (unacknowledged)
- **Acknowledged** - A valid JON imported from STARS-FL; also, a valid JON containing all required STARS-FL values that has been exported to STARS-FL and acknowledged by STARS-FL. All JONs that originate from STARS-FL import into FASTDATA with this status value.
- **Modified (Complete)** - A previously acknowledged JON that has been changed since being returned from STARS-FL, that contains all required STARS-FL data, and that has not been exported to STARS-FL since being modified.
- **Modified (Unacknowledged)** - A previously acknowledged JON that has been changed since being returned from STARS-FL, that contains all required STARS-FL data, and that has been exported to but not yet acknowledged by STARS-FL, since being modified.
- **Modified (In Error)** - An existing JON returned from STARS-FL without errors, but that has since been changed and now contains at least one error. This status allows you to make certain changes to correct the JON.
- **Modified (unacknowledged)** - Is available for Export and after Export the Status will be Modified (unacknowledged)
- **Deleted** - Is available for Export and after Export the Status will be Deleted/Exported.
- **Deleted/Exported** - Is not available for Export and the JON can be deleted.

Screen Elements on the Accounting Tabs for Various Funding Types

O&MN JON Details- Accounting Tab

When the selected JON is for an O&MN RC, the Accounting tab contains O&MN accounting data. After this type JON has been exported to STARS-FL, you can only update the MIC, Cost Center, and Sub Cost Center fields.

The screenshot shows the 'Job Order Details' window with the 'Accounting' tab selected. The 'New Job Order' section contains the following fields:

- Funding Type:** RMS (O&MN and DBOF)
- Cost Center:** [Text Box]
- MIC:** [Text Box]
- PAA Code:** [Text Box]
- Function:** [Text Box]
- Cost Account:** [Text Box]
- MOBIS Program:** [Text Box]
- Program Element:** [Text Box]
- Direct Program Group:** [Text Box]
- Housing:** ☐
- Plant Property:** ☐
- Labor Class:** None (dropdown)
- Stores Limitation:** None (dropdown)
- Sub Cost Center:** [Text Box]
- Contingency Code:** [Text Box]
- Chargeable UIC:** [Text Box]
- Sub Function:** [Text Box]
- SAG:** [Text Box]
- MEPRS:** [Text Box]
- Signal:** ☐
- Public Works:** ☐
- Flying Hours:** ☐
- Ships Maintenance:** ☐
- Tab A/B:** ☐

Buttons: Save, Close

- **Funding Type** - Identifies the type of the funding based on the RC's System Code value. For O&MN type RCs, this protected value is RMS (O&MN and DBOF).
- **Cost Center** - A required two-character code that identifies an organizational division, such as a department or squadron, for purposes of cost accumulation and distribution. Cost centers are subordinate to Responsibility Centers. After the JON has been exported to STARS-FL, you can edit this value if necessary.
- **Sub Cost Center** - An optional two-character code that further breaks down cost within a cost center for purposes of cost accumulation and distribution. After the JON has been exported to STARS-FL, you can edit this value if necessary. You must assign a Cost Center prior to entering a Sub Cost Center.
- **MIC** - A five-character STARS-FL management information code.
- **Contingency Code** - A 6-position field used to identify the budget execution records process for contingency events that occur in order to provide a basis for recouping funds expended.
- **PAA Code** - The Property Accounting Activity code is the six-character code that identifies the UIC of the activity acquiring plant property when funds being charged are an OPN allotment or a National Guard Reserve Investment appropriation. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is Modified (In Error) or New (In Error).
- **Chargeable UIC** - The five character Chargeable UIC identifies a functional unit under an OPTAR, such as a detachment, that may or may not have authority to enter obligation

data depending on the command structure of the fund administering activity. For an O&MN JON, this value is the associated RC's BCN. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is **Modified** (In Error) or **New** (In Error).

- **Function** - Identifies a code designed to collect expense and gross adjusted obligation information required by DOD and to fulfill the management requirements of the Navy and Marine Corps. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is **Modified** (In error) or **New** (In Error).
- **Subfunction** - Identifies a further breakdown of the Function Code. A value of Z denotes a Reimbursable association. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is **Modified** (In Error) or **New** (In Error).
- **Cost Account** - A four-character code that identifies the purpose of the cost, such as a managerial expense classification. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is **Modified** (In Error) or **New** (In Error).
- **SAG** - A two-character Subactivity Group code identifies breakouts of financial data in accounting for expenses and gross adjusted obligations contained in operating budgets and financed by O&MN appropriations. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is **Modified** (In Error) or **New** (In Error).
- **MOBIS Program** –
- **MEPRS** –
- **Program Element** –
- **Signal**
- **Direct Program Group** – A four character locally assigned code for cost accumulation under an OPTAR or Special Deposit number. This element does not display for reimbursable JONs.
- **Housing** –
- **Public Works** –
- **Flying Hours** -
- **Plant Property** –
- **Ship Maintenance** –
- **Tab A/B** –
- **Labor Class** –
- **Stores Limitation** - Used with the Cost Account value in O&MN and Allotment JONs to limit the use of the JON to a specific purpose and Expense Element. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is Modified (In Error) or New (In Error).
- **Save** - Select this button to save the JON.
- **Close** - Closes the JON Detail - Accounting Tab (O&MN) page.

MPN JON Details - Accounting Tab

When the selected JON is for an MPN Responsibility Center, the Accounting tab contains the following data:

The screenshot shows a software window titled "Job Order Details". It has four tabs: "General Information", "Accounting" (which is selected and highlighted), "Special Data", and "Transfer". Inside the "Accounting" tab, there is a section titled "New Job Order:". Below this title are several input fields: "Funding Type:" with a dropdown menu showing "MPN Accounting"; "Cost Center:" and "Sub Cost Center:" each with a two-character input box; "MIC:" with a five-character input box; "Chargeable UIC:" with a five-character input box; and "Direct Program Group:" with a four-character input box. At the bottom of the form are two buttons: "Save" and "Close".

- **Funding Type** - Identifies the Funding Type as MPN (Military Personnel Navy).
- **Cost Center** - Two character code that identifies an organizational division for purposes of cost accumulation and distribution. Cost centers generally equate to departments, units, or squadrons and are subordinate to responsibility centers.
- **Sub Cost Center** - A two-character code that further breaks down cost within a cost center for purposes of cost accumulation and distribution.
- **MIC** - A five-character STARS-FL management information code.
- **Chargeable UIC** - The five-character Chargeable UIC identifies a functional unit under an OPTAR, such as a detachment, that may or may not have authority to enter obligation data depending on the command structure of the fund administering activity.
- **Direct Program Group** - A four character locally assigned code for cost accumulation under an OPTAR or Special Deposit number. This element does not display for reimbursable JONs.
- **Save** - Saves the Accounting Details entered on this page.
- **Close** - Closes the Job Order Detail Accounting (MPN) page.

Allotment JON Details - Accounting Tab

When the selected JON is for an Allotment RC, the Accounting tab contains allotment accounting data. After an Allotment JON has been exported to STARS-FL, you can usually update the Cost Center and Sub Cost Center fields only, unless the JON status is New (In Error) or Modified (In Error).

The screenshot shows a software window titled "Job Order Details" with four tabs: "General Information", "Accounting", "Special Data", and "Status". The "Accounting" tab is selected. The window contains several input fields for accounting data. On the left side, the fields are: "Funding Type" (set to "Allotment Accounting"), "Cost Center" (set to "30"), "MIC" (set to "HFBX"), "PAA Code" (set to "00016"), "Task Assignment" (empty), "Budget Fund" (empty), "Program Element" (empty), and "Stores Limitation" (set to "None"). On the right side, the fields are: "Sub Cost Center" (set to "00"), "Chargeable MIC" (set to "00016"), "Allotment OPTAR" (empty), "Functional Account Number" (empty), and "Direct Program Group" (empty). At the bottom of the window, there are four buttons: "Duplicate", "Save", "Release", and "Close".

- **Funding Type** - Identifies the type of the appropriation, based on the RC's System Code value. For Allotment type RC's, this protected value is Allotment Accounting Operations.
- **Cost Center** - A required two-character code that identifies an organizational division for purposes of cost accumulation and distribution. Cost Centers generally equate to departments, units, or squadrons and are subordinate to responsibility centers. After the JON has been exported to STARS-FL, edit this value if necessary.
- **Sub Cost Center** - A optional two-character code that further breaks down cost within a cost center for purposes of cost accumulation and distribution. After the JON has been exported to STARS-FL, edit this value if necessary. Must assign a Cost Center prior to entering a Sub Cost Center.
- **MIC** - A five-character STARS-FL management information code. After the JON has been exported to STARS-FL, edit this value if necessary.
- **PAA Code** - The Property Accounting Activity code is the six-character code that identifies the UIC of the activity acquiring plant property when funds being charged are an OPN allotment or a National Guard Reserve Investment appropriation. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is Modified (In Error) or New (In Error).
- **Chargeable UIC** - The five-character Chargeable UIC identifies a functional unit under an OPTAR, such as a detachment, that may or may not have authority to enter obligation data depending on the command structure of the fund administering activity. For an Allotment JON, this value is the associated RC's BCN. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is Modified (In Error) or New (In Error).
- **Task Assignment** - A STARS-FL code that identifies a task. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is Modified (In Error) or New (In Error).
- **Allotment OPTAR** - Identifies the Allotment OPTAR. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is Modified (In Error) or New (In Error).
- **Budget Fund** - A STARS-FL code that identifies a budget fund. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is Modified (In Error) or New (In Error).

- **Functional Account Number** - A five-digit number used to classify an Allotment transaction's purpose. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is Modified (In Error) or New (In Error).
- **Program Element** - A six-character code indicating a more detailed breakdown of major programs. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is Modified (In Error) or New (In Error).
- **Direct Program Group** - A four-character locally assigned code for cost accumulation under an OPTAR or Special Deposit number. This element does not display for reimbursable JONs.
- **Stores Limitation** - Used with the Cost Account value in O&MN and Allotment JONs to limit the JONs use to a specific purpose and Expense Element. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is Modified (In Error) or New (In Error).
- **Duplicate** - Select the Duplicate button if you wish to create a new JON using information from the displayed JON.
- **Save** - Select this button to save the document.
- **Release** - Select this button to release the displayed JON detail page only.
- **Close** - Select this button to close the JON Detail Accounting Tab (Allotment) page.

RDT&E JON Details - Accounting Tab

When the selected JON is for an RDT&E Responsibility Center, the Accounting tab contains the following data:

Job Order Details

General Information | **Accounting** | Special Data | Orders

New Job Order

Funding Type: RDT&E Accounting

Cost Center: Sub Cost Center:

MIC: Chargeable UIC:

PAA Code: Task Area:

Project Number: Investment Code: None

RDTE Job Order Type: None

Cost Account: Signal: ☐

Program Element: Public Works: ☐ Flying Hours: ☐

Direct Program Group: Ships Maintenance: ☐ Tab A/B: ☐

Housing: ☐ Labor Class: None

Plant Property: ☐ Stores Limitation: None

Save Close

Note that the Funding Type is specified as RDT&E and that some of the elements are different from the previous OM&N screens. Those unique elements are addressed below.

Job Order Details

General Information

New Job Order

Funding Type: RDT&E Accounting

Cost Center:

MIC:

PAA Code:

Project Number:

RDTE Job Order Type: None

Cost Account:

Program Element:

Direct Program Group:

Housing:

Plant Property:

Labor Class: None

Stores Limitation: None

Project Number: This 4-position field is required if the **Task Area** is entered. The default is blank; if completed, it cannot contain spaces.

RDTE Job Order Type: If positions 3-4 of Subhead are 91-95+98 or 99, this field must be 2, 4, B or D.

If positions 3-4 of Subhead are ZZ, this field must be A or C.

Job Order Details

General Information **Accounting** Special Data Grants

New Job Order

Funding Type: RDTE Accounting

Cost Center: Sub Cost Center:

MIC:

PAA Code: Chargeable UIC:

Project Number: Task Area:

RDTE Job Order Type: None Investment Code: None

Cost Account:

Program Element: Signal: ☐

Direct Program Group:

Housing: ☐ Public Works: ☐ Flying Hours: ☐

Plant Property: ☐ Ships Maintenance: ☐ Tab A/B: ☐

Labor Class: None

Stores Limitation: None

Special Data Grants

Sub Cost Center:

Chargeable UIC:

Task Area:

Investment Code: None

Signal: ☐

Flying Hours: ☐

Tab A/B: ☐

Task Area: This 3-position field is required if the **Project Number** is entered. The default is blank; if completed, it cannot contain spaces.

Investment Code: If entered, the **Plant Property** check box on the JON Accounting tab should be checked. If 3 or 4 is chosen, the Class Code on the Plant Property section of the Special Data tab must be the same.

STARS edits: If investment Code is blank, Plant Property Class Code must be 1 (Land) or 2 (Buildings). In FASTDATA, the JON can become New (Complete) without the Plant Property special data.

Screen Elements on the Special Data Tab

This tab is used to supply additional information when the user has checked the Housing, Public Works, Flying Hours, Plant Property or Ships Maintenance check box located within the Accounting tab. After the JON has been exported to STARS-FL, the Special Data tab values will be protected unless the JON status is Modified (In Error) or New (In Error).

The screenshot shows a window titled "Job Order Details" with four tabs: "General Information", "Accounting", "Special Data" (which is active), and "Costs". The "Special Data" tab contains several sections, each with a title and a group of input fields:

- Housing:** Includes "Category:" and "FG&ICQ:" fields.
- Public Works:** Includes "Customer Activity Code:", "Shop Control:", "UCAR Site:", "Equipment Group Code:", "Equipment Code:", "UCAR Line:", "BGT Line Number:", and "Request Number:" fields.
- Flying Hours:** Includes "Cost Category:", "Equipment Code:", "ORG Code:", and "Program Element:" fields.
- Plant Property:** Includes "Accounting Activity:" and "Class Code:" fields.
- Ships Maintenance:** Includes "Task Control Code:" and "RA/TA Code:" fields.

At the bottom of the window are three buttons: "Duplicate", "Save", and "Close".

Housing

- **Category** Identifies a housing type for the STARS-FL Housing Cost Report. Valid values are Government-Owned Military Dwelling Units, Government-Leased Dwelling Units and Non-category.
- **FG&ICQ** - A code on the STARS-FL Housing Cost Report designating Flag General Officer and Installation Command Quarters.

Public Works

- **Customer Activity Code** – A locally assigned code that identifies an activity, activity component, unit or organization applicable to Public Works financial reporting.
- **Shop Control** – A Public Works program code that can be used with the JON to identify individual jobs.
- **UCAR Site** – Indicates the column on which costs are reported on the Public Works NC2127 Utilities Cost Analysis Report.
- **Equipment Group Code** – A Public Works program code used to categorize costs at a summary level above the Cost Account Number for the Transportation Cost Report.
- **Equipment Code** – The Cost Account Number used by Public Works to categorize costs.
- **UCAR Line** – A code that represents the line on which costs are reported on the Public Works NC2127 Utilities Cost Analysis Report.

- **BGT Line Number** – The Budget Line Number on the Public Works NC2150 Maintenance Cost Analysis Report.
- **Request Number** – A code the Public Works program uses on the NC2127 Utilities Cost Analysis Report.

Flying Hours

- **Cost Category** – The FASTDATA Report Type for Plant Property values A, B, C, D, E, and F.
- **Equipment Code** – Indicates an aircraft code or an undistributed code for the Flying Hour Cost Report.
- **ORG Code** – A code used in the STARS-FL Flying Hour Cost Report.
- **Program Element** – A 6-character code indicating a more detailed breakdown of major programs used in the STARS-FL Flying Hour Cost Report.

Plant Property

- **Accounting Activity** – The UIC of the property owner.
- **Class Code** – The Cost Account Number the Public Works program uses to categorize costs.

Ships Maintenance

- **Task Control Code** – A code used in the Supships Manhour Usage Report.
- **RA/TA Code** – The 5-position Restricted/Technical Availability code is only used by SUPSHIPS for CINCLANTFLT technical operating budgets to further divide the task control code to provide the accumulation and reporting of unscheduled RA/TA costs.

Screen Elements on the Grantor Tab

When the selected JON is for an O&MN, MPN, or RPN RC with a reimbursable OPTAR, the Grantor tab is available. On this tab, you can select the Reimbursable Grantor. Other values are protected and are created and maintained via the Grantor Administration-Summary page. After the JON has been exported to STARS-FL, cannot change the JON's Reimbursable Grantor.



Select the Grantor to be associated to the JON and Save. (Be sure to release it to the appropriate Site.) Details about each grantor may be viewed by selecting the eyeglasses shown next to the Segment Number.



New in FASTDATA Web are the steps that must be taken after the JON has been established, i.e. Release and Export.

- Set up the JON and SAVE it. Status Code should be New Complete. If modifying an already established JON, the Status Code will be Acknowledged.
- Go to FUNDS MANAGEMENT, Release To Site to send the changes or new JON to the Site(s).



- Under FILE MANAGER, Select RCs for JON Export, mark the RC(s) with the JONs that have been edited or newly established.
- A list of JONs to be included in the next export to STARS-FL will appear. The automated job to send the JONs to STARS-FL is set up via File Manager, Automated Processes.





Deleting a Job Order Number

Even after a JON has been released to the Site, the FA may delete it by selecting the Delete Icon on the Job Order Administration-Summary screen if there are no associated costs.

Deletion of a Job Order can be sent to STARS-FL. The user would include them in the JON export to STARS-FL as an action code of "D". The JONs will be deleted upon the processing of the valid JON file from STARS-FL.

Editing a Job Order Number

When changes are required, a JON can be modified by selecting the Edit Icon on the Job Order Administration-Summary screen. Those fields appearing in white may be modified.

Delete	Edit	RC	OPTAR	Other Auth	Labor Auth	JON	Description	Other Cost	Labor Cost
		BU	09	BU009B	N/A	6809410911B	GENERAL OPS 2	0.00	0.00
		TM	01	AUTH01	N/A	EDU001AA101	STARS AUTH JON	0.00	0.00

MASS JON UPDATE



FASTDATA provides the capability to apply mass changes to the cost accounting elements on job order numbers. The JONs available for update will be presented in a tabular form and will allow rows to be deleted, moved, or specific attributes of each JON to be changed.

Selection of Mass JON Update from the above menu results in a screen similar to:

A screenshot of a web application titled 'Job Order - Mass Update'. It features a 'Filter' section with various input fields and dropdown menus for filtering job orders. The fields include: JON Type (O&MN), RC, Short LOA, OPTAR, Cost Center, Sub Cost Center, Sub Activity Group, Function, Sub Function, Cost Account Code, MEPRS, Program Element, Site, Job Order Number, JON Status, Export to STARS, Local Code, Object Class Code (IBOP), Promote to Outyear, and Release to Site. At the bottom, there is a 'Sort Order' dropdown set to 'FA ID', radio buttons for 'Ascending' and 'Descending' (with 'Ascending' selected), and 'Filter' and 'Clear' buttons.

Filter Section - Reduce the number of JONs displayed in the Results section by using one or more filter options, such as Site, RC and OPTAR.

Results Section - This section will show those JONs matching the selected Filter criteria and the attributes of each JON. A partial screen shot is provided below:

Results

PAGE: 1

* Delete	Move	FA ID	FY	RC	Dept	Symbol	Subhead	BCN	SA/OB Suffix	AAA	JON	JON Description	JON Status	Export to STARS
		EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB672	TOGGLES	1 - New (Incomplete)	
		EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB250	MISC OPS	2 - New (Complete)	
		EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB350	PROVISIONS	2 - New (Complete)	
		EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB450	EQUIPMENT	2 - New (Complete)	
		EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB100	SOFTWARE BUYS	1 - New (Incomplete)	
		EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB300	SOFTWARE OTHER	1 - New (Incomplete)	

The user may delete eligible JONs, move JONs to another RC/OPTAR/AUTH/SITE or apply attribute changes to any/all displayed JONs. FASTDATA performs validations and processing for each individual JON row as if it was using the Job Order Admin online process. User may not delete a JON that has cost associated with it or one selected as the Authorization JON; however, even if released to the Site, user may delete it if the Site has not used it on an ACRN.

If the System Administrator has assigned a user to a group with Advanced Mass JON Update capabilities (see first screen shot below) user will be able to change a single updatable attribute for a **set** of filtered JONs rather than having to make individual changes to numerous JONs. With this capability, an additional “Advanced Mass Update” section will show above the Results area of the screen. This section is displayed on the 2nd figure below:

Build Financial Framework...

RC Admin	No Access
RC Funds Maintenance	No Access
OPTAR Admin	No Access
Auth Admin	No Access
Auth Funds Maintenance	No Access
Serial Admin	No Access
Grantor Admin	No Access
Job Order Admin	No Access
Mass Jon Update	No Access
[Advanced JON Update]	No Access
Reorganize Financial Framework	No Access
Cleanup Financial Framework	No Access
Release to Site	No Access



Advanced Mass Update

Set: JON Description

Where: ...

To:

and JON Type = O&MN

Mass Update

In the example below, notice that there is currently no Local Code showing for the JONs. In this scenario, we want to assign the same Local Code to all JONs by using this Advanced Mass Update feature.

Advanced Mass Update

Set: JON Description

Where: ...

To:

and JON Type = GABF
and RC = AB

Mass Update

Results

PAGE: 1

#	Delete	Move	FA ID	FY	RC	Dept	Symbol	Subhead	SCN	SA/OS Suffix	AAA	JON	JON Description	JON Status	Export to STARS	Local Code
			EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB672	TOGGLES	1 - New (Incomplete)	<input checked="" type="checkbox"/>	
			EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB250	MISC OPS	2 - New (Complete)	<input checked="" type="checkbox"/>	
			EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB350	PROVISIONS	2 - New (Complete)	<input checked="" type="checkbox"/>	
			EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB450	EQUIPMENT	2 - New (Complete)	<input checked="" type="checkbox"/>	
			EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB100	SOFTWARE BUYS	1 - New (Incomplete)	<input checked="" type="checkbox"/>	
			EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB300	SOFTWARE OTHER	1 - New (Incomplete)	<input checked="" type="checkbox"/>	

First, choose “Local Code” from the “Set” drop-down list.

The screenshot shows a web interface with a 'Set' drop-down menu. The menu is open, displaying a list of options: 'JON Description', 'Export to STARS', 'Local Code', 'Object Class Code (IBOP)', 'Promote to Outyear', 'Release to Site', 'Labor Close Date', and 'Nonlabor Close Date'. A red arrow points to 'Local Code', which is highlighted in blue. The 'To:' field below the menu is empty.

Then, enter desired Local Code in the “To” section and select the Mass Update button. In this example, type “Class Demo” in the To field.

The screenshot shows the 'Advanced Mass Update' form. The 'Set' drop-down menu is set to 'Local Code'. The 'To:' text box contains the text 'Class Demo'. A red arrow points to the 'To:' field. The 'Mass Update' button is highlighted with a red box. The 'Where:' section shows 'and JON Type = OADR'.

Upon requesting such a change, a message will appear to confirm that the user wants to change all JONs:



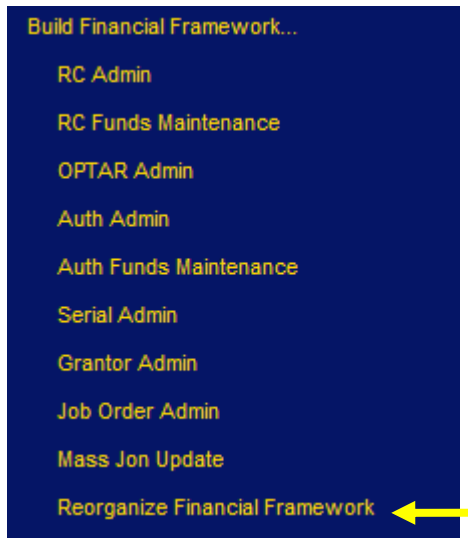
When user selects “OK”, a successful Mass Update results in the “Local Code” being applied to all JONs at one time, rather than having to enter the change individually:

Results

PAGE: 1

* Delete	Move	FA ID	FY	RC	Dept	Symbol	Subhead	SCN	SA/OS Suffix	AAA	JON	JON Description	JON Status	Export to STARS	Local Code
		EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB672	TOGGLES	1 - New (Incomplete)	<input checked="" type="checkbox"/>	Class Demo
		EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB250	MISC OPS	2 - New (Complete)	<input checked="" type="checkbox"/>	Class Demo
		EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB350	PROVISIONS	2 - New (Complete)	<input checked="" type="checkbox"/>	Class Demo
		EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB450	EQUIPMENT	2 - New (Complete)	<input checked="" type="checkbox"/>	Class Demo
		EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB100	SOFTWARE BUY'S	1 - New (Incomplete)	<input checked="" type="checkbox"/>	Class Demo
		EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB300	SOFTWARE OTHER	1 - New (Incomplete)	<input checked="" type="checkbox"/>	Class Demo

REORGANIZE FINANCIAL FRAMEWORK



The need to reorganize Financial Framework often occurs in the Outyear or the first quarter of the fiscal year when the framework is not yet finalized. The purpose of this functionality is to allow users (FAs) to reorganize their financial framework. Associated dollars do not move automatically, but must be a manual, conscious effort completed by the user. FA user should review the reorganization performed to determine what adjustments may be required due to the move.

A screenshot of a dialog box titled "Reorganize Financial Framework". The dialog box is divided into two main sections: "FROM" and "TO". Under "FROM", there are five rows of input fields: "Job Order:", "RC:", "OPTAR:", "Auth:", and "Site:". A "Set Job Order" button is located next to the "Job Order:" field. Under "TO", there are corresponding input fields for "RC:", "OPTAR:", "Auth:", and "Site:". At the bottom of the dialog box, there are four buttons: "Save", "Cleanup Financial Framework", "View History Log", and "Close".

Three (3) scenarios that may require a Reorganization of Financial Framework are:

1. Move a Job Order from one RC/OPTAR/Auth/Site to another.
2. Move an Auth from one OPTAR/Site to another.
3. Move an OPTAR from one RC/Site to another.

The user (FA) needs to understand their framework and exactly what is to be accomplished.

The fields, which are required for each of the scenarios listed above:

Scenario 1 - Move a Job Order from one RC/OPTAR/Auth/Site to another:

The user (FA) will enter a Job Order Number and click "Set Job Order". This will populate the From RC, OPTAR, Auth, and Site fields. The user will enter all of the "To information" - RC, OPTAR, Auth, and Site. The RC and Site must already exist. The To OPTAR value may or may not exist for the RC/Site. If it doesn't, the "From OPTAR" will be replicated. If the "To Auth" doesn't exist for the To RC/OPTAR/Site, the "From Auth" will be replicated. A JON can't be associated with both labor and non-labor Auth. There can't be a document, which references a different JON.

Scenario 2 - Move an Auth from one OPTAR/Site to another:

The user (FA) will enter the From RC, OPTAR, Auth, and Site information. They all must already exist. The user must enter all of the To information. The RC and Site must exist, and the OPTAR may or may not exist, and will be replicated if it doesn't. However, in this case the To Auth must not already exist.

Scenario 3 - Move an OPTAR from one RC/Site to another:

The user (FA) will enter the From RC, OPTAR, and Site. They all must already exist. The user must enter all of the To information except for the Auth. The RC and Site must exist, but the OPTAR must not already exist.

The validations common to all of the scenarios:

- The From and To Sites must both have a value, or must both be blank.
- There can be no ACRN for the From OPTAR that references a different OPTAR for any of the documents.
- There can be no ACRN for the From Auth that references a different Auth for any of the documents.
- The From System Code must match the To value.
- The From Direct/Reimburse Code must match the To value.
- All of the From values can't be the same as the To Values.
- There will be no moves of Authorizations and JONs between NON-Labor/Both and Labor categories.

Save

Validations are performed. If there are any errors, error messages will be displayed. Otherwise, the move will be performed and a summary list of the number of items changed will be displayed.

Cleanup Financial Framework

The user will be taken to the Cleanup Financial Framework window or it can be selected from the menu at a different time to perform the cleanup.

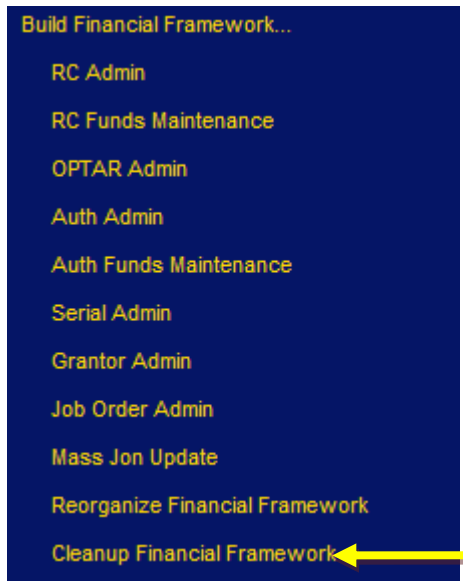
View History Log

Displays a History Log of all reorganizations performed.

Close

When the user clicks Close without first saving, the user is returned to the previous screen and no action/edits are performed to the framework.

CLEANUP FINANCIAL FRAMEWORK



After performing the reorganization process at the FA, now the capability to cleanup financial framework in the active fiscal year including the Outyear exists as well. The system will determine which records are available for the cleanup. Records that are eligible for deletion, will also display the parent records. If a parent record is selected for deletion and its child record(s) are also selected, and there are no other child records in the database, the parent record may be deleted.

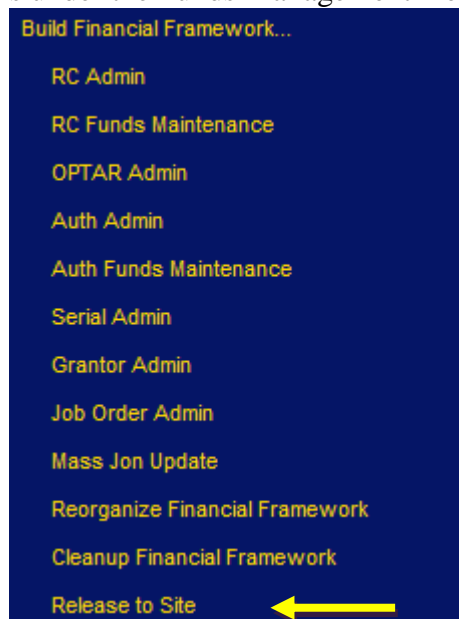


This process will provide for deletion by Serial Range, JON, Authorization, OPTAR, or RC. At the level selected in the filter, only the records with no child records will be listed along with the information that identifies the records. If an Authorization is selected to delete and a JON is associated, it will not allow the delete. Start at the lowest level to delete. JONs with costs will not appear on the list to allow a deletion.

If an authorization has funds attached to it and is deleted, the FA user will have to adjust the funds to make them correct in the FA.

RELEASE TO SITE

Release To Site is the process used to send the Financial Framework to the Site(s). This function is under the Funds Management menu in the FA.



Access to this page is defined by the System Administrator. Users with **Update Funds** Access can release Site data while users with **No Funds Access** cannot open the Release To Site page.

Select Funds Management, Release To Site and receive a screen similar to:

A screenshot of the 'Release To Site' form. The form has a title bar 'Release To Site'. Below the title bar is a section 'Select Site(s)' containing a 'Select Site:' label, a dropdown menu with 'CMP' selected, and an 'All Sites' checkbox. Below this is a section 'Release To Site Options' containing three checkboxes: 'RCs, OPTARs, AUTHs, and JONs', 'Document Serial Numbers', and 'Site Menu Update'. At the bottom of the form are two buttons: 'Release' and 'Close'.

Select Site

Select a Site from the dropdown list to release information to a single Site or select All Sites if you wish to release the information you have selected to all Sites associated with the FA.

Release To Site Options

- **RCs, OPTARs, AUTHs, and JONs** - Selecting this checkbox will flag RCs, OPTARs, Authorizations and JONs for release to the selected Site(s).
- **Document Serial Numbers** - Selecting this checkbox will releases document serial range numbers for the selected Site ID(s).
- **Site Menu Update** - Selecting this checkbox will releases updates to the Site Menu.

When Site Menu Update is checked, the bottom of the screen will populate with the document types authorized for use by the Site. User can Select All, Unselect All or make choices regarding individual document types. In the example below, the SF44 and Fuel Chit were deselected and would not show as an option for creation at the respective Site(s).

Select/Unselect Document Types for Release

☒ System Assigned Memo Documents

<input checked="" type="checkbox"/> CIVILIAN LABOR	<input checked="" type="checkbox"/> CREDIT CARD
<input checked="" type="checkbox"/> DD1131 - Cash Collection Voucher	<input checked="" type="checkbox"/> DD1149 - Requisition and Invoice/Shipping Document
<input checked="" type="checkbox"/> DD1155 - Purchase or Delivery Order	<input checked="" type="checkbox"/> DD1348 - MILSTRIP Requisition
<input checked="" type="checkbox"/> DD1348-6 - MILSTRIP Requisition Long Form	<input checked="" type="checkbox"/> DD1556 - Training Request, Authorization, Agreement
<input checked="" type="checkbox"/> DD1610 - Travel Order TAD Only	<input checked="" type="checkbox"/> DD282 - Printing/Requisition Order
<input checked="" type="checkbox"/> DD448 - Military Interdepartmental Purchase Request	<input checked="" type="checkbox"/> EXPENDITURE NON-PRECEDED
<input type="checkbox"/> FUEL CHIT	<input type="checkbox"/> GSA DOCUMENT
<input checked="" type="checkbox"/> MISCELLANEOUS	<input checked="" type="checkbox"/> NAVPERS 1320/16 - Travel Order TAD Only
<input checked="" type="checkbox"/> NC2061 - Utility Invoice/Certification	<input checked="" type="checkbox"/> NC2275 - Order for Work and Services
<input checked="" type="checkbox"/> NC2276 - Request for Contractual Procurement	<input checked="" type="checkbox"/> NC2276A - Order for Work and Services
<input checked="" type="checkbox"/> SF1034 - Public Voucher for Purchases and Service	<input checked="" type="checkbox"/> SF1164 - Claim for Reimbursement
<input checked="" type="checkbox"/> SF182 - Authorization, Agreement, Certification of Training	<input checked="" type="checkbox"/> SF30 - Modification of Contract
<input type="checkbox"/> SF44 - Purchase Order/Invoice Voucher	

Select All Unselect All Reset

Release Close

Release - Select Release to send the information you have selected to the Site(s).

Close - Select Close will exit the Release To Site page.

When Release is selected, another screen will appear.

Release To Site Results

Results:

- Document 1234567890 successfully released to site
- Document 1234567890 successfully released to site
- Document 1234567890 successfully released to site

Email Notification:

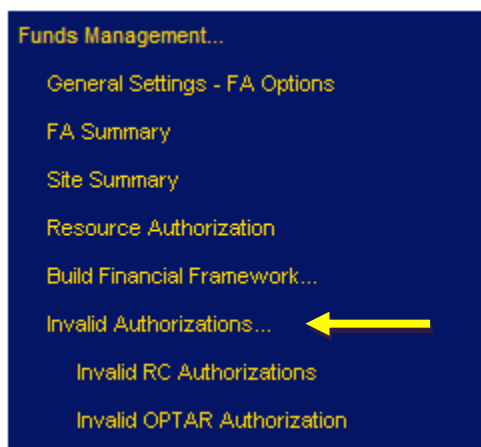
Following email addresses will be notified of this release (select all or none):

- ☒ ADAMS, J. L. (JLADAMS@NAVY.MIL)
- ☐ ADAMS, J. L. (JLADAMS@NAVY.MIL)
- ☐ ADAMS, J. L. (JLADAMS@NAVY.MIL)
- ☐ ADAMS, J. L. (JLADAMS@NAVY.MIL)
- ☐ ADAMS, J. L. (JLADAMS@NAVY.MIL)
- ☐ ADAMS, J. L. (JLADAMS@NAVY.MIL)

SEND Close

The results of what is being sent to the Site(s) will appear as well as a list of email addresses. You may select the personnel you wish to notify that the changes have been performed by selecting SEND.

INVALID AUTHORIZATIONS



If the MC elects to send the RC and/or OPTAR Auths to STARS-FL and the record(s) are rejected, the errors will display here. The FA must take corrective action to bring FASTDATA and STARS-FL into sync. Sample error shown below.

Reprocess/Purge Invalid OPTAR Authorizations

PAGE = 1 *

Select	Reimb Source Code	Job Order Number	Effective Date	Exec Code	DB/CR Indicator	Amount	Received Datetime	Error Message 1	Error Message 2
<input type="checkbox"/>	#	SC3082JONXX	2012-11-02	121	D	\$1.23	2012-11-02 15:36:33	JOB ORDER NOT IN ROOT JOB ORDER DATA	

Purge Reprocess Close

RECONCILIATION DOCUMENTS

To ensure the integrity of financial records in both systems, a process was developed to reconcile FASTDATA and STARS-FL transactions. Appendix D of this manual provides in-depth information regarding the reasons differences may occur and lists detailed instructions to guide you in researching these differences.

Reconciliation is initiated by activating an automated job entitled “Perform Reconciliation.” It is controlled by the FA and may be run for current and five prior fiscal years.

The FA will initially run the automated process to pull down the baseline STARS-FL document file into FASTDATA (FD). Once this has been accomplished, they will set the process to run each day, extracting any new documents or document status changes. These nightly files will appear in File Inventory.

As FASTDATA users work within the FD document processes, additions and updates will be applied immediately. FD will automatically evaluate STARS-FL reconciliation data against the FD updated data to clear Reconciliation differences.

Three reports are used to support the Reconciliation process:

Summary Reconciliation Report - This report displays the results of reconciliation in a .pdf or comma separated value (.csv) format. Only **variances between FASTDATA and STARS-FL are reported**. The report is available to the FA and to the Sites.

Reconciliation Report - The Reconciliation Report displays the results of reconciliation in a **comma separated value (.csv) or Microsoft Excel format**. Only variances between FASTDATA and STARS-FL are reported. Each row contains FASTDATA and STARS-FL data used in the reconciliation process, along with the resulting error message. The report is available to the FA and Sites.

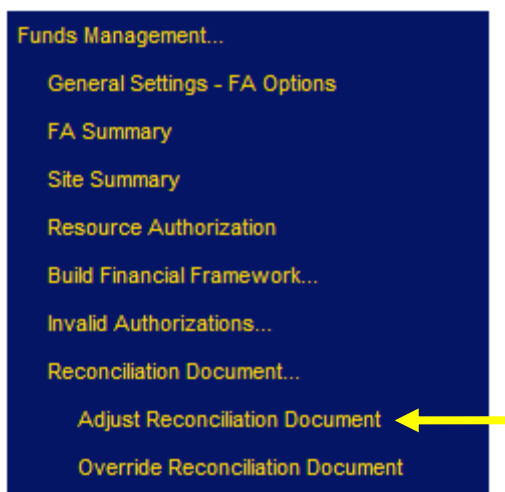
The Reconciliation report is available from the FA and Site Reports menu until the next Reconciliation is performed.) Old reports are replaced.

Reconciliation Adjust/Override Audit Report - Actions performed in the Adjustment or Override processes will be documented on this report.

ADJUSTING

If the SA has assigned user to an FA group with access to this feature (see figure below), you will be able to adjust transactions to clear differences identified in the Reconciliation process.

From the Funds Management menu, select Reconciliation Document, Adjust Reconciliation Document as shown below:



Adjustments may be made through this process to either FASTDATA or STARS-FL. A FASTDATA adjustment will not affect FASTDATA actual cost. An adjustment to STARS-FL will create an RT transaction type to correct STARS-FL. The user has the ability to indicate whether or not the RT adjusting transaction should be sent.

Selecting Adjust Reconciliation Document results in a screen similar to the one below containing un-reconciled documents from the Summary Reconciliation Report:

Results		PAGE: 1							Print (Alt+R)
Document		ACRN	JON	EE	OC	RC	OPTAR	SITE	
NEDU001045B500	Error: FASTDATA obligation does not match STARS-FL. FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA expenditure does not match STARS-FL.	AA	EDU001AB100	T	260	AB	07	OFF00	
NEDU0011RCA5001	Error: JON/EE/OC Mismatch.	AA	EDU001AB100	Q	252	AB	07	OFF00	
NEDU0011RCA5001	Error: FASTDATA document not found in STARS-FL.	AB	EDU001AB300	Q	252	AB	07	OFF00	
NEDU0011RCA5005	Error: FASTDATA commitment does not match STARS-FL. FASTDATA obligation does not match STARS-FL. JON/EE/OC Mismatch. FASTDATA cost does not match STARS-FL.	AA	EDU001AB300	T	260	AB	07	OFF00	

As an example, select a the document and receive a screen displaying the error message and difference between FASTDATA and STARS-FL:

Adjust Reconciliation Document

Reconciliation Document

System	Document	ACRN	JON	EE	OC	RC	OPTAR
STARS-FL	NEDU0011PTA5002	AA	EDU001AB300	Y	240	AB	07
FASTDATA	NEDU0011PTA5002	AA	EDU001AB300	Y	240	AB	07

FASTDATA obligation does not match STARS-FL. FASTDATA cost does not match STARS-FL.

System	Commitment Amount	Obligation Amount	Receipt Amount	Expend Amount	Liquidated Cost	Actual Cost
STARS-FL	0.00	60.00	0.00	0.00	60.00	60.00
FASTDATA	0.00	80.00	0.00	0.00	80.00	80.00
Difference	0.00	-20.00	0.00	0.00	-20.00	-20.00

Projected RECON Adjustments

STARS-FL

FASTDATA

Difference

The lower half of the screen allows adjustments to FASTDATA or STARS.

Reconciliation Adjustments

Adjustment	Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Insert FASTDATA									
	Y	AO	2010-10-01	40	80.00	00	I		Click to view Description
Insert FASTDATA									
Append STARS									

In this example, select Append STARS and entered an obligation (540T) and a Reason of "Obl failed to transmit to STARS." Clicking Verify results in:

Adjust Reconciliation Document

Reconciliation Document

System	Document	ACRN	JON	EE	OC	RC	OPTAR
STARS-FL	NEDU0011PTA5002	AA	EDU001AB300	Y	240	AB	07
FASTDATA	NEDU0011PTA5002	AA	EDU001AB300	Y	240	AB	07

FASTDATA obligation does not match STARS-FL. FASTDATA cost does not match STARS-FL.

System	Commitment Amount	Obligation Amount	Receipt Amount	Expend Amount	Liquidated Cost	Actual Cost
STARS-FL	0.00	60.00	0.00	0.00	60.00	60.00
FASTDATA	0.00	80.00	0.00	0.00	80.00	80.00
Difference	0.00	-20.00	0.00	0.00	-20.00	-20.00

Projected RECON Adjustments

STARS-FL	0.00	80.00	0.00	0.00	80.00	80.00
FASTDATA	0.00	80.00	0.00	0.00	80.00	80.00
Difference	0.00	0.00	0.00	0.00	0.00	0.00

Reconciliation Adjustments

Adjustment	Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Insert FASTDATA	Y	AO	2010-10-01	40	80.00	00	I		Click to view Description
Insert FASTDATA									

STARS Reconciliation Adjustment

Adjust: AO-T Adjust Obligation - 540 T

Qty: Amount: 20.00

Reason: Obl failed to transmit to STARS

Contract: DO/BPA: Contract ACRN:

Insert FASTDATA

Append STARS

Verify

Save

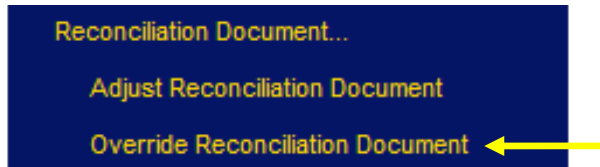
Close

The screen shows a Projected adjustment that will eliminate the difference between the two systems. After saving the adjustment, the DCN no longer appears on the list.

OVERRIDING

If the SA has assigned user to an FA group with access to this feature (see figure below), user will be able to override transactions to clear differences identified in the Reconciliation process.

From the Funds Management menu, select Reconciliation Document, Override Reconciliation Document as shown below:



Selecting Override Reconciliation Document results in a screen similar to the one below containing those documents with Reconciliation errors:

Select Document for Override

Filter

DCN: ACRN: JON: EE:

OOC: RC: OPTAR: SITE:

Sort Order: ☐ Ascending ☐ Descending

Error Message :

Results

PAGE: 1

Document	ACRN	JON	EE	OOC	RC	OPTAR	SITE
NEDU001045B500 Error: FASTDATA obligation does not match STARS-FL. FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA expenditure does not match STARS-FL.	AA	EDU001AB100	T	260	AB	07	OFF00
NEDU0011MPA5003 Error: JON/EE/OOC Mismatch.	AA	EDU001AB300	Q	253	AB	07	OFF00
NEDU0011RCA5001 Error: JON/EE/OOC Mismatch.	AA	EDU001AB100	Q	252	AB	07	OFF00

In this example, select a document.

Override Reconciliation Document

Reconciliation Document

System	Document	ACRN	JON	EE	OOO	RC	OPTAR
STARS-FL	NEDU0011MPA5003	AA	EDU001AB300	Q	252	AB	07
FASTDATA	NEDU0011MPA5003	AA	EDU001AB300	Q	253	AB	07

System	Commitment Amount	Obligation Amount	Receipt Amount	Expend Amount	Liquidated Cost	Actual Cost
STARS-FL	0.00	0.00	0.00	100.00	100.00	100.00
FASTDATA	0.00	0.00	0.00	100.00	100.00	100.00
Difference	0.00	0.00	0.00	0.00	0.00	0.00

Override

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	CM	2010-10-01	0	100.00	00	I		Click to view Description
Y	EV	2010-10-09	1	100.00	00	F		Click to view Description

Reason for Override :

Save
Close

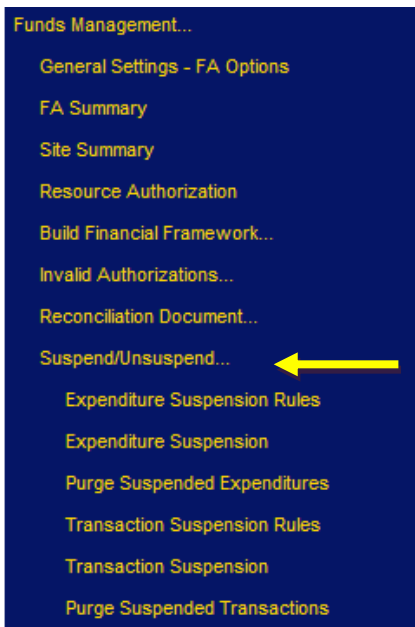
The top section shows the difference in the OOC causing the error message of JON/EE/OOC Mismatch (shown on the previous Select Document for Override screen).

The Override section allows an override by entering a Reason for Override and Saving. An override will clear the document and error message from the report. An override transaction for \$0.00 and transaction type NE (non-exportable) will be generated. The override will remain in effect until further action is taken against the DCN/ACRN.

SUSPEND/UNSUSPEND

This selection will be used to add, delete, view, activate, and deactivate rules for automatically suspending expenditures and transactions. Active suspension rules will apply automatically to expenditures imported from STARS-FL or transactions imported from the Site(s). Purging of expenditure and transactions will also be discussed.

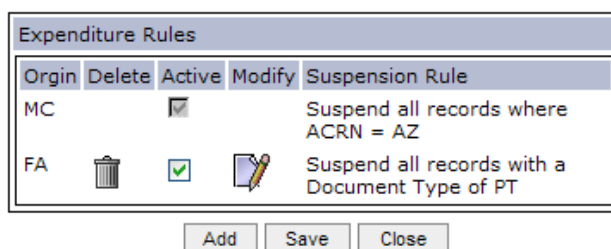
User access is defined at the System Administrator level.



EXPENDITURE SUSPENSION RULES

There may be specific recurring expenditures to be controlled on an import-to-import basis. One way to control them (for review prior to releasing to a Site) is to place them into a suspended status during the import process. This is done by creating Expenditure Suspension rules as illustrated in this section.

Selection of Expenditure Suspension Rules, results in a screen similar to the one below. Any rules currently defined will be displayed. Note that at this point, the user has the option of deleting the rule, marking it as active or inactive, modifying the rule or adding a new one. Rules with Origin of MC are protected. MC rules apply to all FAs. There is no need for an FA to add a rule with same criteria as rule created by MC.



Select the Add button to receive the Expenditure Suspension Rule .

Expenditure Suspension Rule - New

Available Rule Types

Suspend all records where Site ID

Select Operand:

=

Enter Criteria :

Rule to be applied:

Add Save Clear Close

Click on the dropdown arrow in the Available rule types section to view the choices available for rule types. In the example below, the user selected the rule type “Suspend all records where Expense Element ” and received:

Expenditure Suspension Rule - New

Available Rule Types
 Suspend all records where Expense Element ▼

Select Operand:
 = ▼

Enter Criteria :

Rule to be applied:

Select the Operand.

Defined and examples:

= Equal to. Single value entry. Example: Suspend all records where Expense Element = L.

Outcome: Will suspend all transactions where EE = L.

< > Not Equal to. Single value entry. Example: Suspend all records where Expense Element

< > L. Will suspend all transactions where Expense Element is not equal to L.

IN Used for multiple value entry. Insert data individually. Suspend all records where Expense

Element IN F,G,H. Will suspend all transaction where EE is equal to F or G or H.

NOT IN Used for multiple value. Insert data individually. Suspend all records where

Expense Element NOT IN F,G,H. Will suspend all transaction where EE is NOT equal to F or G or H.

Select Operand:
 IN ▼

Enter Criteria:

Criteria List

In the center “Enter criteria” strip, the user entered an “L” and clicked Add. The rule was displayed in the “Rule to be applied” section as shown below:

Expenditure Suspension Rule - New

Available Rule Types

Suspend all records where Expense Element ▼

Select Operand:

= ▼

Enter Criteria :

Rule to be applied:

Suspend all records where Expense Element = L

Add Save Clear Close

If rule is complete, click Save. To make a compound rule, select another rule type; enter desired criteria; and click Add. In the example below, the user added the rule type “Suspend all records with a Site ID of”; entered Site ID of “04” and selected Add.

The Clear button will remove the added rules to allow user to start over.

Expenditure Suspension Rule - New

Available Rule Types
 Suspend all records where Site ID





Select Operand:
 =

Enter Criteria :

Rule to be applied:
 Suspend all records where Expense Element = L
 AND Suspend all records where Site ID = 04

Add Save Clear Close

Notice that the two rules have combined into one to make a “compound rule.” The incoming expenditure must meet both criteria to be suspended at the FA. Click Save and receive:

Expenditure Rules				
Origin	Delete	Active	Modify	Suspension Rule
FA		<input checked="" type="checkbox"/>		Suspend all records where Expense Element = L AND Suspend all records where Site ID = 04
FA		<input checked="" type="checkbox"/>		Suspend all records with a Document Type of CC

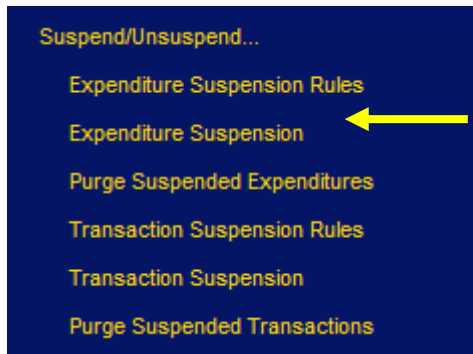
Add Save Close

Click Close.

EXPENDITURE SUSPENSION

Expenditures imported from STARS-FL may be reviewed by the FA before being transmitted to the corresponding Sites. The Expenditure Suspension option will display these current expenditures, as well as any suspended expenditures. Site expenditures returned to the FA are also automatically placed into a suspended status and displayed here. From this location, expenditures may be suspended or unsuspended.

Select Funds Management, Suspend/Unsuspend, Expenditure Suspension.



The Select Expenditure(s) to be Suspended/Unuspended screen opens.

The screenshot shows a web application interface for selecting expenditures to be suspended or unsuspended. It includes a filter section with various input fields and a results table with columns for Suspended status, JON, DCN, ACRN, Site, Partial/Final, Expense Element, OMB Object Class, Amount, QTY, Batch #, and Suspended Type. The first row in the results table is circled in red, showing an unchecked checkbox for suspension.

Suspended	JON	DCN	ACRN	Site	Partial/Final	Expense Element	OMB Object Class	Amount	QTY	Batch #	Suspended Type
<input type="checkbox"/>	EDU009AB500	NEDU0009MD33777	AA	OFF00	F	Q	253	30.00	00001	STAR810081	
<input checked="" type="checkbox"/>	EDU009AB300	NEDU0009PTA5002	AA	OFF00	F	Q	252	75.00	00001	STAR810081	Automat Suspen Rul

The Filter section provides multiple options to aid in locating data.

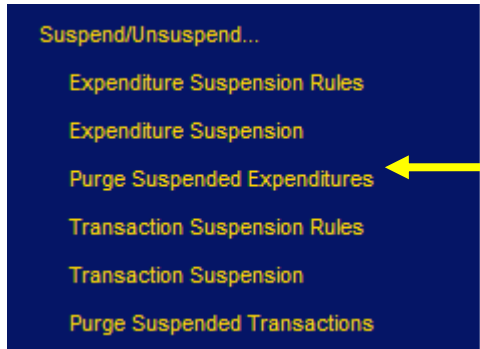
The Results section allows selection of expenditures to be suspended or unsuspended by checking or unchecking the Suspended checkbox. Be sure to click Save following any changes to the Suspended check boxes.

Notice that there is an expenditure with a check due to the suspension rule for the document type of "PT." The expenditure for the DCN ending in MD33777 is showing because it has not been released to a Site yet.

Click Close to exit the screen.

PURGE SUSPENDED EXPENDITURES

This option is used to purge expenditures in a suspended status. Select Funds Management, Suspend/Unsuspend, Purge Suspended Expenditures.



View a full list of Expenditures or use the Filter options to narrow the results shown. For example, in the DCN field, enter the full value or a portion of the value with a leading and/or trailing asterisk (*) that serves as a wildcard. Select the Filter button, the Results section will display a list of only those Expenditures meeting the selected criteria.

Suspended Expenditures may be marked or unmarked for purging by checking or unchecking the Purge checkbox or by using the Add All or Remove All buttons. Once the choices have been made, the user would click Save to confirm.

A screenshot of the "Purge Suspended Expenditures" screen. The screen has a "Filter" section at the top with input fields for JON, DCN, ACRN, Site, Expense Element, OMB Object Class, and Sort Order (Ascending/Descending). Below the filter section is a "Results" section showing a table of expenditures. The table has columns: Purge, JON, DCN, ACRN, Site, Partial/Final, Expense Element, OMB Object Class, Amount, QTY, Batch #, and Suspension Type. There are two rows of data. Below the table are buttons for "Add All", "Remove All", "Save", and "Close". A red arrow points to the "Purge" checkbox in the first row, and another red arrow points to the "Save" button.

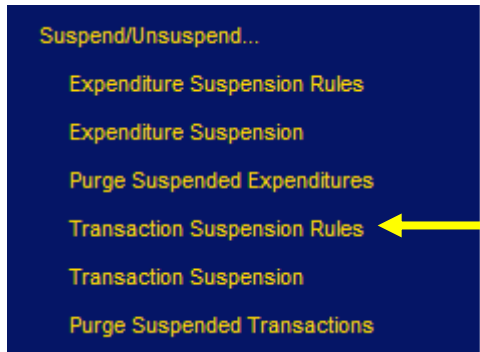
Purge	JON	DCN	ACRN	Site	Partial/Final	Expense Element	OMB Object Class	Amount	QTY	Batch #	Suspension Type
<input type="checkbox"/>	EDU009AB300	NEDU0009PTA5002	AA	OFF00	F	Q	252	75.00	00001	STAR810081	Automatic Suspension Rule
<input type="checkbox"/>	EDU009AB100	NEDU0009WRA5000	AA	OFF00	F	Q	252	300.00	00001	STAR810081	JON Mismatch for DCN/ACRN

Click Close to exit the screen.

TRANSACTION SUSPENSION RULES

Transaction Suspension Rules are used to ensure specific transactions or specific types of transactions are not exported to STARS-FL before the FA has a chance to review them. These rules are applied when the “Receive accounting transactions from the Site(s)” automated job is run. Transactions matching active rules are suspended at the FA. The FA can then Unsuspend or purge the suspended transactions.

Select Funds Management, Suspend/Unsuspend , Transaction Suspension Rules.



The Transaction Suspension Rules screen opens. On this screen, any existing rules will be listed.

Transaction Rules				
Origin	Delete	Active	Modify	Suspension Rule
MC		<input checked="" type="checkbox"/>		Suspend all records where 6th position of the JON IN (9,0,1,2) AND Suspend all records where Execution Code = 540
FA		<input checked="" type="checkbox"/>		Suspend all records with a Document Type of CC
FA		<input checked="" type="checkbox"/>		Suspend all records with an External System Code of SP AND with an Execution Code of 540

(Note: If a transaction suspension rule has been set up and activated that reads as the one shown above AND If an FA DOES want SPS obligations to flow to STARS-FL, it must deactivate or delete this rule.)

Click Add to create a new Transaction Suspension Rule.

The Transaction Suspension Rule – New screen opens. **Notice the similarity to the Expenditure Suspension Rules – New screen. Refer to that section for the Operand usage.**

Transaction Suspension Rule - New

Available Rule Types

Suspend all records where Document Type ▼

Select Operand:

= ▼

Enter Criteria :

Rule to be applied:

Add Save Clear Close

Leave the rule type as “Suspend all records with a Document Type of” and type “RC” in the “Enter criteria” strip. Click Add to see the rule in the “Rule to be applied” section.

Transaction Suspension Rule - New

Available Rule Types

Suspend all records where Document Type ▼

Select Operand:

= ▼

Enter Criteria :

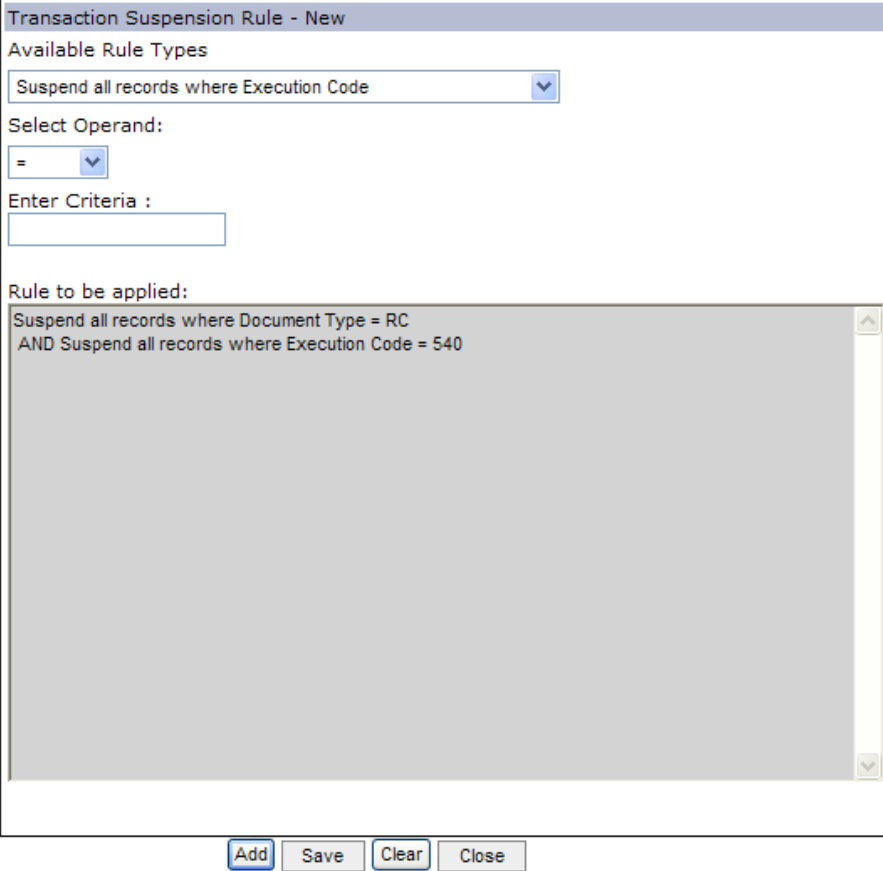
Rule to be applied:

Suspend all records where Document Type = RC

Add Save Clear Close

If rule is complete, click Save. To make a compound rule, select another rule type; enter your desired criteria; and once again click Add. In the example below, the user added the rule type



“Suspend all records with an Execution Code of”; entered “540”; and selected Add. The Clear button will remove all the rules for the user to start over.



The dialog box titled "Transaction Suspension Rule - New" contains the following elements:

- Available Rule Types:** A dropdown menu with the selected option "Suspend all records where Execution Code".
- Select Operand:** A dropdown menu with the selected option "=".
- Enter Criteria :** An empty text input field.
- Rule to be applied:** A text area containing the rule: "Suspend all records where Document Type = RC AND Suspend all records where Execution Code = 540".
- Buttons:** "Add", "Save", "Clear", and "Close" at the bottom.

Notice that the two rules have combined into one to make a “compound rule.” The incoming transaction must meet both criteria to be suspended at the FA. Click Save and receive:

Transaction Rules				
Origin	Delete	Active	Modify	Suspension Rule
FA		<input checked="" type="checkbox"/>		Suspend all records where Document Type = RC AND Suspend all records where Execution Code = 540

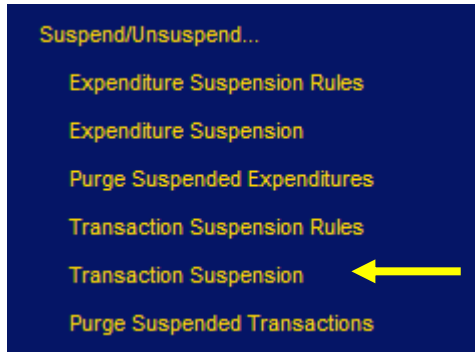
Note that at this point, the user has the option of deleting the rule, marking it as active or inactive, or modifying the rule. Active suspension rules will apply automatically to valid transactions when imported data from a Site. If marked as inactive by removing the check, the rule will still be available for use at a later date, but will not affect any imports until it is reactivated.

Click Close to exit the screen.

TRANSACTION SUSPENSION

The Transaction Suspension option is used to review and suspend or unsuspend transactions received from a Site. **This is the online view that allows an FA to examine all documents before allowing them to flow to the official accounting system, STARS-FL.**

Select Funds Management, Suspend/Unsuspend, Transaction Suspension.



The Select Accounting Transactions to be Suspended/Unuspended screen opens.

The screenshot shows a web application interface for selecting accounting transactions. At the top is a title bar: 'Select Accounting Transactions to be Suspended/Unuspended'. Below it is a 'Filter' section with various input fields: 'Site:' (dropdown), 'Execution Code:' (text), 'DCN:' (text), 'JON:' (text), 'ACRN:' (dropdown), 'Record Type:' (dropdown), 'Sort Order:' (dropdown with 'Ascending' selected), 'Suspended/Unuspended:' (dropdown), 'Amount:' (text), and 'Suspended By/Suspended Reason' (text). A 'Filter' button is located below these fields. Below the filter section is a 'Results' section. It starts with 'PAGE: 1'. Below that is a table with the following columns: 'Suspended', 'Site', 'Execution Code', 'DCN', 'JON', 'ACRN', 'Qty', 'Amount', 'Record Type', and 'Suspended By/Suspension Reason'. The table contains two rows of data. A red arrow points to the 'Suspended' checkbox in the first row. Below the table are four buttons: 'Add All', 'Remove All', 'Save', and 'Close'. The 'Add All' and 'Remove All' buttons are circled in red.

Suspended	Site	Execution Code	DCN	JON	ACRN	Qty	Amount	Record Type	Suspended By/Suspension Reason
<input type="checkbox"/>	OFF00	915	NEDU0009RCA5005	EDU009AB300	AA	4	\$40.00	N	
<input type="checkbox"/>	OFF00	915	NEDU0009RCA5006	EDU009AB300	AA	0	\$100.00	N	

View a full list of transactions or use the filter options to narrow the results shown. For example, in the DCN field, enter the full value or a portion of the value with a leading and/or trailing asterisk (*) that serves as a wildcard. Select the Filter button, the Results section will display a list of only those transactions meeting the selected criteria.

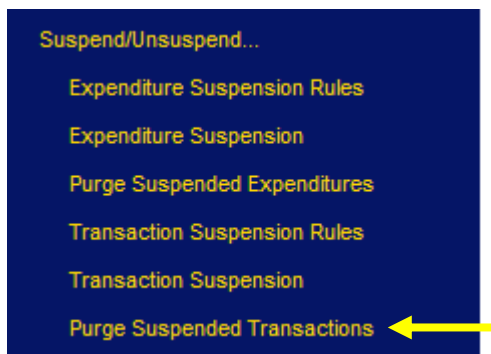
Unless filtered, the Results section lists all current transactions. Those that are suspended have a check in the checkbox under the Suspended column. Checking or unchecking this option will change the suspension status of the specified transaction. The option to Add All will mark all transactions as suspended. Remove All will unsuspend all transactions.

Suspended transactions will not be included in any accounting batch files. The reason they are suspended will show in the “Suspended By/Suspension Reason” column, along with the user who suspended it, if applicable. Remember that the execution codes suspended will not be committed, obligated, or show the receipt in STARS-FL until the transaction is un-suspended to flow in the accounting batch.

PURGE SUSPENDED TRANSACTIONS

If it is decided that a transaction should never be forwarded to the official accounting system, this process may be used.

Select Funds Management, Suspend/Unsuspend, Purge Suspended Transactions.



The Purge Suspended Transactions screen will open.

The screenshot shows the "Purge Suspended Transactions" screen. It has a "Filter" section with input fields for Site ID, Execution, DCN, ACRN, JON, Sort Order (Ascending/Descending), STARS Batch ID, Amount, and Suspended By/Suspended Reason. Below the filter is a "Filter" button. The "Results" section shows "PAGE: 1" and a table with columns: Purge, Site ID, Batch ID, Execution, DCN, ACRN, JON, Amount, QTY, and Partial/Final. A red arrow points to the "Purge" checkbox in the first row. Below the table are buttons for "Add All", "Remove All", "Save", and "Close".

Purge	Site ID	Batch ID	Execution	DCN	ACRN	JON	Amount	QTY	Partial/Final
<input type="checkbox"/>	OFF00	20090980	915	NEDU0009RCA5005	AA	EDU009AB300	\$40.00	4	

The user would select the checkbox next to the suspended transaction to purge it. The accounting transactions marked for purging will be removed from the database. The Add All and Remove All buttons can also be used to check or uncheck all of the accounting transactions listed for purging. (They are grayed out above because there is only one transaction displaying.)

When the FA sets up Transaction Suspension Rules these transactions will show on the Action Item List (AIL) to remind the FA to take action. The review of these suspended accounting transactions by the FA should either generate the un-suspension of the transactions so they can flow to STARS-FL in the Accounting Batch or they should Purge the suspended transactions from the database. Either action will remove them from the AIL report as well.

Click Close to exit the screen.

EXPENDITURE PROCESS

EXPENDITURE COST TRANSFER

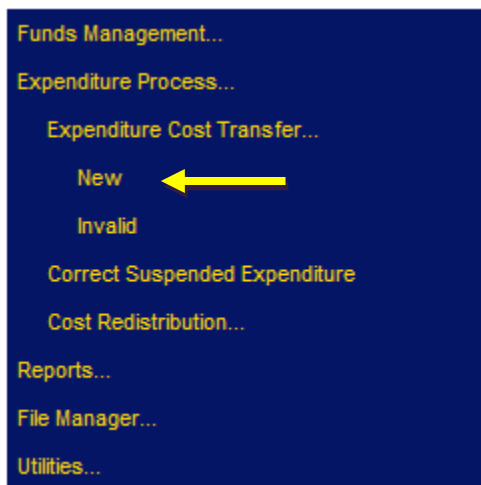
This process allows the transfer of costs between job orders having the same line of accounting (LOA). In STARS, these transactions update at the job order level; in FASTDATA, a DCN is required and will update both document and job order tables. The expense element and OMB Object Class must be a valid combination and the “From” and “To” Job orders must exist in the database. The Expenditure Cost Transfer is not allowed for LABOR (where the JON cites a Labor Auth); this can only be accomplished in STARS-FL where the labor hours can be updated.

Both sides of the transfer are recorded as 610 expenditure transactions that are available for export to STARS-FL through the Cost Redistribution automated job. The resulting STARS-FL expenditure cost transfer will be received in FASTDATA Web in the reconciliation data to allow verification of the success or failure of the expenditure cost transfer in STARS-FL.

The Expenditure Cost Transfer will create the next available ACRN if the expenditure results from a cost transfer and the JON+EE+OOC do not exist on the document. This applies whether or not the combination is against a preceded or non-preceded DCN.

Step 1 If not in menu, ask the System Administrator to add it.

Step 2 Select Expenditure Process, Expenditure Cost Transfer, New.



The resultant screen is shown below:

Expenditure Cost Transfer	
Transfer From/To	
From JON: <input type="text"/>	To JON: <input type="text"/>
From EE: <input type="text" value="v"/>	To EE: <input type="text" value="v"/>
From OOC: <input type="text" value="v"/>	To OOC: <input type="text" value="v"/>
Transfer Data	
DCN: <input type="text"/>	
Amount: <input type="text" value="0.00"/>	
SOS: <input type="text"/>	
Effective Date: <input type="text" value="12/20/2012"/>	
<input type="button" value="Save"/> <input type="button" value="Close"/>	

Step 3 Enter the required elements on the expenditure Cost Transfer screen.

From and To JON - At the FA level, transfers require only that both these JONs exist in FASTDATA. The transfer cannot cross fiscal years and must be within the same short line of accounting. Transfers may be completed between direct and direct, direct and reimbursable and reimbursable to reimbursable. At the FA, the transfer may be made from one Site to another.

From and To EE – Select the desired expense elements from the dropdown lists.

From and To OOC – These fields will populate automatically, based on the selected EE.

DCN – The DCN entered may be 14 or 15 positions. If it is a 15-digit DCN, it does not have to conform to the standard document format. The DCN, however, cannot contain embedded spaces or special characters. (This could be similar to the cost transfer document construction produced by STARS-FL to reflect cost transfer and date information, etc.) The DCN does NOT have to exist in FASTDATA. The DCN may NOT exist as an Initiation.

Amount – The amount must be greater than zero. If it exceeds the job order cost for the From JON, a warning shall be issued that the “Amount causes negative value on job order cost.” This can be overridden by selecting OK.

SOS – This Source of Supply code is optional, but if entered, it must be three alphanumeric characters and uppercase. See **NOTE** below.

Effective Date – Defaults to current system date.

Save – Click Save to complete the cost transfer.

Close – Click Close to close the Expenditure Cost Transfer screen.

Once the transfer is completed, the option to add another will be available.

NOTE: FOR BUPERS BRIGS in CHARLESTON (N45610) and MIRAMAR (N45611), this code is mandatory and must be completed to affect the Inventory issued fields on the various reports. This code drives the usage of inventory issues amounts on the authorizations. If the code is LOG (log fund) or CAI (customer area inventory) management, the cost transfer does a plus & minus on the inventory issue amt of the respective authorizations. If the JONs are in the same auth, the net is zero to the inventory issues.

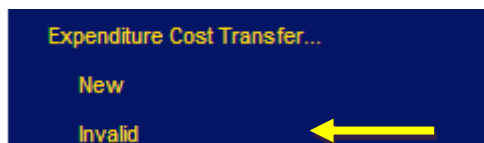
The inventory issues come into play on the available balances: Avail Bal = YTD Auth – Cumulative Costs – Encumbered + Inventory Issues

Therefore, the inventory issues offset costs. This is a “pre-paid” item; budgeting would have moved authorization dollars from the various departments into a central purchasing authorization in order to fund the inventory purchases.

Expenditure Cost Transfers may be viewed on the Transaction History report. Verbiage in the Transaction Description column will reflect that the entry is a result of a cost transfer and will indicate which User ID initiated it.

There is also an Expenditure Cost Transfer report that will show both the Transfer From information and the Transfer To information.

Step 4 Select Expenditure Cost Transfer, Invalid:



After expenditure cost transfers are submitted to STARS-FL, valid and invalid reports are imported to acknowledge processing via the jobs shown below:

Automated Jobs Maintenance					
Active	Description	Latest Date/Time Executed	Interval Type	Scheduled Run Time	Minute Interval
<input type="checkbox"/>	Perform reconciliation.	-Never-	MN	0:00	5.0
<input type="checkbox"/>	Process Financial Framework Upload.	-Never-	MN	0:00	5.0
<input type="checkbox"/>	Process MPC Transactions.	-Never-	MN	0:00	5.0
<input type="checkbox"/>	Recalculate Obligations In Non-Peak Hours.	12/18/2012 20:13:03	NPH	0:00	0.0
<input type="checkbox"/>	Receive B1 Fuel transactions from External Source.	-Never-	MN	0:00	5.0
<input type="checkbox"/>	Receive CRCTs that failed STARS-FL validation (INVALID).	-Never-	MN	0:00	30.0
<input type="checkbox"/>	Receive CRCTs that passed STARS-FL validation (VALID).	-Never-	MN	0:00	30.0

The reports will be visible in File Inventory, as well as on a screen that allows correction by the user.

Expenditure Cost Transfer - Invalid													
Reprocess	Reverse	DCN	Amount	SOS	Effective Date	From JON	From EE	From OOC	To JON	To EE	To OOC	Transaction Date	Creation Level
<input type="checkbox"/>	Reverse	NEDU0011TRNSF01	\$125.00		11/3/2011	EDU001AB100	Q	250	EDU001AB672	Q	250	11/3/2011	FA
Reason: TO JOB ORDER NOT FOUND													

In the example above, the user would enter the erroneous “To JON” into STARS-FL, put a check in the Reprocess box and select the Reprocess button at the bottom of the screen. (Putting the check in the box activates the Reprocess button, as shown below.)

Expenditure Cost Transfer - Invalid													
Reprocess	Reverse	DCN	Amount	SOS	Effective Date	From JON	From EE	From OOC	To JON	To EE	To OOC	Transaction Date	Creation Level
<input checked="" type="checkbox"/>	Reverse	NEDU0011TRNSF01	\$125.00		11/3/2011	EDU001AB100	Q	250	EDU001AB672	Q	250	11/3/2011	FA
Reason: TO JOB ORDER NOT FOUND													

This reprocessing action will cause the expenditure cost transfer to be resent to STARS-FL in the next transmitted “Send Cost Redistribution Batch to STARS-FL” automated job.

The user may also choose to “Reverse” the cost transfer by highlighting and clicking on the Reverse option.

Expenditure Cost Transfer - Invalid													
Reprocess	Reverse	DCN	Amount	SOS	Effective Date	From JON	From EE	From OOC	To JON	To EE	To OOC	Transaction Date	Creation Level
<input type="checkbox"/>	Reverse	NEDU0011TRNSF01	\$125.00		11/3/2011	EDU001AB100	Q	250	EDU001AB672	Q	250	11/3/2011	FA
Reason: TO JOB ORDER NOT FOUND													

This will result in a new screen as shown below:

Expenditure Cost Transfer - Reversal	
Transfer From/To	
From JON: <input type="text" value="EDU001AB672"/>	To JON: <input type="text" value="EDU001AB100"/>
From EE: <input type="text" value="Q"/>	To EE: <input type="text" value="Q"/>
From OOC: <input type="text" value="250"/>	To OOC: <input type="text" value="250"/>
Transfer Data	
DCN: <input type="text" value="NEDU0011TRNSF01"/>	
Amount: <input type="text" value="125.00"/>	
SOS: <input type="text"/>	
Effective Date: <input type="text" value="11/3/2011"/>	
<input type="button" value="Save"/> <input type="button" value="Close"/>	

When the user selects the “Save” button, FASTDATA will reverse the original data in the From and To sides of the expenditure cost transfer. The reversal will be validated and processed like a new cost transfer. It will be visible to both the FA and Site no matter who processed the transfer. The reversal will NOT be sent to STARS-FL.

Click Save to initiate a reversal, then select Home. The Expenditure Cost Transfer Report will reflect the reversal.

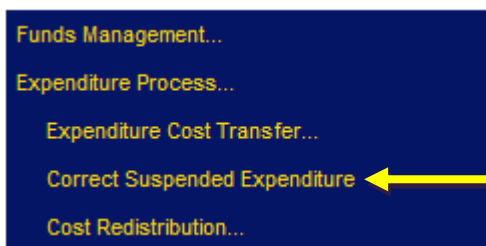
Expenditure Cost Transfers may also be created in STARS-FL. If this methodology is used, FASTDATA will receive two expenditures (610D/610C). The automated job “Receive expenditures from STARS-FL” will process the expenditures into FASTDATA. If the transfer is against an existing document, it will suspend at the FA with a message “STARS Cost Transfer against Existing FASTDATA Document.” They will be visible on the FA Suspended Expenditure Report and available for purging.

The Reconciliation records for expenditures resulting from cost transfers created in STARS are processed in the automated job “Perform Reconciliation.” This will allow verification of the success or failure of the expenditure cost transfers originating in STARS-FL and sent to FD. If the incoming transfer is on an existing FD document, it will be un-reconciled; and the user will have to go into STARS; back it out and reprocess it with a DCN not existing in FD.

CORRECT SUSPENDED EXPENDITURES

Expenditures imported from STARS-FL may contain errors that cause them to not process correctly into FASTDATA. These expenditures will appear in the Expenditure Process menu under Correct Suspended Expenditures.

User access to correct expenditures is defined at the System Administrator level.



Select Expenditure Process, Correct Suspended Expenditures to receive a screen similar to:

A screenshot of a web application titled 'Select Expenditure To Correct'. The interface includes a 'Filter' section with various search criteria: DCN (text input), ACRN (dropdown), Site (dropdown), JON (text input), RC (dropdown), OPTAR (dropdown), Acct Batch ID (dropdown), Processed Date (calendar icon), and Sort Order (dropdown with 'DCN' selected). Below these are radio buttons for 'Ascending' and 'Descending'. A red box highlights a 'Filter' button. A red arrow points to a dropdown menu for 'Equals' with options: 'Equals', 'Later Than', 'Earlier Than', and 'Between'. Below the filter section is a 'Results' section showing 'PAGE: 1' and a table with one row of data.

DCN	ACRN	Site	JON	RC	OPTAR	Processed Date	Quantity	Transaction Amt	Acct Batch ID	Suspension Reason
NEDU0009MD33777	AA	EDU009AB500				10/8/2008	1	30.00	STAR810081	Invalid Job Order Number

The Filter section provides the opportunity to enter specific search criteria; thereby reducing the number of pages/documents displayed in the Results section. The user may search by DCN, ACRN, Site, JON, RC, OPTAR, Acct Batch ID or Processed Date. You may enter the full value for a field or a portion of the value with a leading and/or trailing asterisk (*) that serves as a wildcard.

If user selects a date from the Processed Date calendar and the “Between” choice in the Equals drop list; an additional Calendar will appear, allowing you to filter between two specific dates.

Additionally, modify display of list by using the Sort Order drop list and the Ascending/Descending options. Be sure to select the Filter button after entering your desired criteria.

Suspended expenditures will be displayed in the Results area, with the reason for suspension showing in the last column to the right. This field can include the following values: Invalid Job Order Number; Not Associated to Site; JON not released to Site by FA; Automatic Suspension; Invalid Execution Code; Manually Suspended; Fiscal Year Out of Range; Returned From Site; Involved in Cost Redistribution; Corrected.

Highlight the expenditure DCN to correct. The resultant screen may depend on the suspension reason. For example, if user selects an expenditure that has an Invalid Job Order Number suspension reason and no matching JON exists in FASTDATA, a message will appear that the expenditure has an invalid JON that cannot be corrected until user creates a matching JON. After adding the new JON via the Job Order Maintenance window, re-access the Expenditure Correction window and select the new, matching JON to correct the expenditure.

For the error Returned from Site, the FA can select another JON from the drop down box to indicate that the transaction belongs in another Site and then **REPROCESS** it to the correct location. If it is determined that it should be at the Site it was returned from, the FA can REPROCESS it to send it back.

If correcting an expenditure with a No Associated Site suspension reason, unsuspend the expenditure by selecting a JON from the Job Order dropdown list that has an OPTAR/Authorization associated with a Site and that has a compatible short line of accounting. To complete this type of expenditure correction, you must select the Process button.

When user corrects the expenditure, it will create a correction (R) transaction that will be included on the next export data to STARS-FL.

A transaction suspended with a Reason of JON not released to Site by FA may be due to a JON in a deleted status. If this is the case, then the transaction cannot be corrected until the JON file from STARS processes. This will re-instate the JON and allow the expenditure to reprocess.

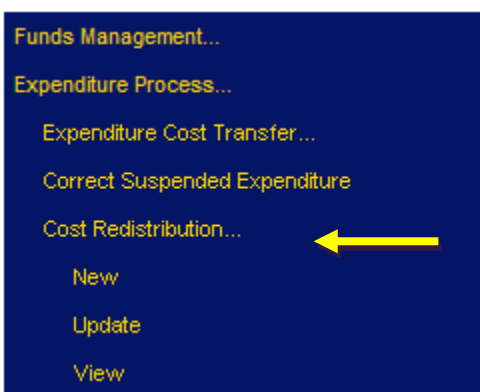
COST REDISTRIBUTION

Cost Redistribution provides users the ability to transfer part or all of a valid expenditure amount to one or more document(s)/ACRN(s). FAs may only redistribute expenditures to document(s) within the same Active FY for that FA. Cost Redistributions will be allowed to cross RCs. Site users may only redistribute expenditures to document(s) within the same Active FY for that Site. The From and To documents must be within the same short lines of accounting. The amount transferred cannot exceed the original expended amount.

Transactions involved in a Cost Redistribution display on the Transaction Suspension screen prior to being exported to STARS-FL and will be available for suspension and un-suspension.

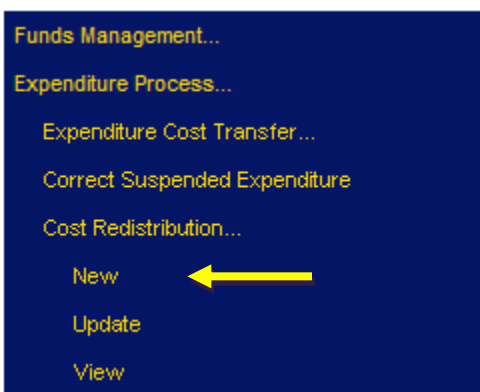
Users may redistribute from a credit expenditure to an existing positive valid expenditure or a document with a positive EV posted.

This function is under the Expenditure Process Menu in the FA. Access to this page is defined by the System Administrator.



Step 1 Have the SA ensure the FA user belongs to a group that has Update capability for Cost Redistributions.

Step 2 Select Expenditure Process, Cost Redistribution, New.



A screen similar to the one shown below is displayed:

Select Expenditure to Redistribute From

Filter

DCN: *MMPJ0 ACRN: JON: RC: OPTAR:

Processed Date: Acct Batch ID: Sort Order: ☒ Ascending ☐ Descending

Filter

Results

PAGE: 1

Select	DCN	ACRN	JON	RC	OPTAR	Processed Date	Quantity	Transaction Amt	Acct Batch ID	Suspension Reason
<input type="checkbox"/>	N6284112CCMMPJ0	AA	62841271070	N1	70	3/30/2012	00001	\$2,908.98	STAR203301	Automatic Suspension Rule
<input type="checkbox"/>	N6284112CCMMPJ0	AA	62841271070	N1	70	3/30/2012	00001	(\$8.98)	STAR203308	Automatic Suspension Rule
<input type="checkbox"/>	N6284112CCMMPJ0	AA	62841271070	N1	70	3/30/2012	00001	(\$2,900.00)	STAR203309	Automatic Suspension Rule

New Close

As stated above, eligible expenditures are within the active FA and FY. Additionally, they:

- May be Current or Suspended
- Are NOT cited as the “FROM” expenditure in an existing Cost Redistribution set
- Are NOT a reversal of a “FROM” expenditure in an existing Cost Redistribution set
- Are NOT labor expenditures (LB, OT, FG in positions 9-10 of the DCN)
- Are NOT expenditures generated as a result of a cost transfer in STARS or in FD
- Are NOT expenditures created manually by the user in FD
- MAY be expenditures generated by FD as a result of CR (TO side)

Step 3 Select the document to redistribute. When the document is visible in the Results section, check the box and click New. If the document is not initially displayed, the Filter section at the top of the screen may be used to locate it.

The Filter section provides the opportunity to enter specific search criteria; thereby reducing the number of pages/documents displayed in the Results section. The user may search by DCN,

ACRN, JON, RC, OPTAR, Processed Date and Acct Batch ID. You may enter the full value or a portion of the value with a leading and/or trailing asterisk (*) that serves as a wildcard.

Additionally, change the way the list is displayed by using the Sort Order drop list and the Ascending/Descending options. Be sure to select the Filter button after entering your desired criteria.

Step 4 From the Expenditure Redistributed From screen, select New.

Expenditure Redistributed From								
Site	DCN	ACRN	JON	Type	Quantity	Dist Qty	Trans Amt	Dist Amt
70	N6284112CCMMPJ0	AA	62841271070	Partial	00001	0	\$2,908.98	\$0.00

Step 5 Select the document to transfer cost. On this screen, the information about the “From DCN” is displayed at the top of the page and the documents available to share the cost are displayed at the bottom.

Eligible document/ACRNs are within the active FA and FY and have JONs within the same short LOA as the FROM expenditure. FA users may distribute to the same DCN as the FROM, but the ACRNs must be different. Eligible FA DCN/ACRN expenditures must meet the following conditions:

- Status of Current
- NOT generated as a result of a cost transfer in STARS or FD
- NOT labor expenditures
- NOT a supplemental document or a DD1155 or SF30
- NOT in a status of Cancelled, Not Used, Creating/Updating, Initiation

Use the Filter section to reduce the number of pages/documents displayed in the Results section, and or type in the DCN/ACRN/JON if the desired document does not display in the Results section. The DCN typed in does not have to exist in FASTDATA; however, the JON must be a valid FASTDATA JON. Save your selection.

Select Document For Redistribution To

Expenditure Redistributed From								
Site	DCN	ACRN	JON	Type	Quantity	Dist Qty	Trans Amt	Dist Amt
70	N6284112CCMHPJ0	AA	62841271070	Partial	00001	0	\$2,908.98	\$0.00

Filter

DCN: ACRN: JON: Site: Sort Order: ☒ Ascending ☐ Descending

Filter

Results

PAGE SIZE: 10 25 50 100 250 500

PAGE: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 >

DCN	ACRN	JON	Site	Commitment Amt	Obligation Amt	Receipt Amt	Receipt Partial	Expend Amt	Expend Partial	Actual Cost
N628411278FV00	AA	62841265075	70	\$0.00	\$394.25	\$0.00		\$394.25	Partial	\$394.25
N628411278FV01	AA	62841265075	70	\$0.00	\$531.20	\$0.00		\$531.20	Partial	\$531.20
N628411278FP00	AA	62841202082	80	\$0.00	\$41.91	\$0.00		\$41.91	Partial	\$41.91
N628411278FP01	AA	62841202082	80	\$0.00	\$198.12	\$0.00		\$198.12	Partial	\$198.12
N628411278FP02	AA	62841202082	80	\$0.00	\$76.20	\$0.00		\$76.20	Partial	\$76.20
N628411200FV00	AA	62841265075	70	\$0.00	\$296.64	\$0.00		\$296.64	Partial	\$296.64
N628411283FV00	AA	62841265075	70	\$0.00	\$539.50	\$0.00		\$539.50	Partial	\$539.50
N628411205FP00	AA	62841202082	80	\$0.00	\$11.58	\$0.00		\$11.58	Partial	\$11.58
N628411205FP01	AA	62841202082	80	\$0.00	\$7.72	\$0.00		\$7.72	Partial	\$7.72
N628411205FP02	AA	62841202082	80	\$0.00	\$19.30	\$0.00		\$19.30	Partial	\$19.30

DCN: ACRN: JON:

Save Close

Step 6 Complete the Cost Redistribution.

Expenditure Redistributed From								
Site	DCN	ACRN	JON	Type	Quantity	Dist Qty	Trans Amt	Dist Amt
70	N6284112CCMHPJ0	AA	62841271070	Partial	00001	1	\$2,908.98	\$2,908.98

Expenditures Redistributed To													
Delete	Site	DCN	ACRN	JON	Partial/Final	Quantity	Transaction Amt	Exists in STARS	\$40 Amt	\$10 Amt	\$40 Adjustment	Effective Date	Release
	70	N628411278FV00	AA	62841265075	Partial	1	2968.98	<input type="checkbox"/>	394.25	0.0	\$2,514.73	12/20/2012	<input type="checkbox"/>

New Save Close

The “From” data will be displayed at the top of the screen. Under it, elements in the “To” area are available for review or input as follows:

Delete – Select the Delete icon to remove the displayed DCN from the current Cost Redistribution.

Site – The Site that created the “To” DCN.

DCN – The document control number selected to receive the transfer of costs.

ACRN – The Accounting Classification Reference Number associated with the “To” DCN.

JON – The job order number associated with the “To” DCN.

Partial/Final – The Partial/Final code of the “From” DCN is automatically displayed here. The user may change it as desired.

Quantity – The Quantity of the “From” DCN is automatically displayed here. The user may change it as desired.

Transaction Amt - The system will automatically fill in the Transaction Amount with the amount of the From expenditure. Change it if desired.

Exists in STARS – The user should place a check in this box if the “To” DCN already exists in STARS-FL.

540 and 510 Amt - Enter any 540 or 510 amounts that exist in STARS-FL so that the system can determine if a 540 adjustment is necessary. There must be sufficient amount in STARS-FL to accept a cost redistribution. Notice that there is a 540 amount in the illustration above indicating that there is a sufficient amount to accept this cost redistribution.

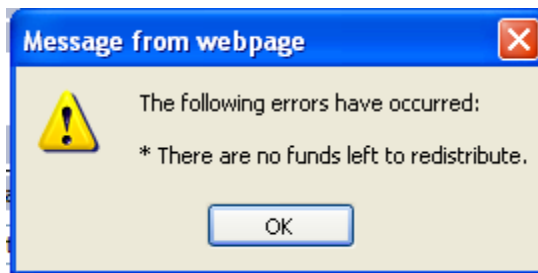
610 - Put a check in the 610 box if any expenditure exists in STARS-FL for the “To” DCN.

540 Adjustment – The amount the system will generate if the “To” DCN does not have enough 540 or 510 amount against it to accept the selected **Transaction Amt**.

Release - Put a check in the Release box when ready for the entries on the corresponding “To” line to be included in the next Cost Redistribution batch to STARS-FL.

New – Selecting this button will return user back to the Select Document for Redistribution To screen.

If New in the example on the previous page was selected, the message below, would display.



Save – Saves Cost Redistribution entries. However, remember that they will not be transmitted to STARS-FL until user **Releases** them individually.

Close – Closes the Cost Redistribution screen.

Step 7 View the Expenditure Cost Redistribution Report.

Step 8 Review Valid/Invalid Files

STARS-FL will provide feedback indicating whether the cost redistributions received from FASTDATA passed validations. These files are received via the Automated Jobs shown below:

Automated Jobs Maintenance					
Active	Description	Latest Date/Time Executed	Interval Type	Scheduled Run Time	Minute Interval
<input checked="" type="checkbox"/>	Receive CRCTs that failed STARS-FL validation (INVALID).	11/08/2011 16:42:01	MIN	0:00	30.0
<input checked="" type="checkbox"/>	Receive CRCTs that passed STARS-FL validation (VALID).	-Never-	MIN	0:00	30.0

For those cost redistributions in the VALID file, a 610 (EV) is generated for the “TO” document and flows to the Site. If the “FROM” document was not suspended, a 610 (EV) is also generated for it and sent to the Site. However, if the “FROM” document was suspended, the reversal 610 (EV) will also be suspended at the FA.

Those received on the INVALID file may be deleted or updated and re-released via Cost Redistribution, Update. The update screen will indicate that there was an error, and the error will be defined on the Expenditure Cost Redistribution Report.

In our example below, the user selected Cost Redistribution, Update and clicked on a document . Scrolling to the far right will display a Status of “Error.” The Expenditure Cost Redistribution Report will define the error. The error FROM JOB ORDER NOT FOUND indicates that the FROM JON was never transmitted to STARS-FL. Once the user sets up the JON in STARS, Release the Cost Redistribution, and it will reprocess in STARS-FL.

Expenditure Redistributed From								
Site	DCN	ACRN	JON	Type	Quantity	Dist Qty	Trans Amt	Dist Amt
OFF00	NEDU0011PTA5002	AA	EDU001AB300	Final	1	1	75.00	75.00

Partial/Final	Quantity	Transaction Amt	Exists in STARS	540 Amt	510 Amt	610	540 Adjustment	Effective Date	Release	Status
Final	1	75.00	<input type="checkbox"/>	115.00	0.00	<input type="checkbox"/>	\$0.00	11/29/2011	<input type="checkbox"/>	Error

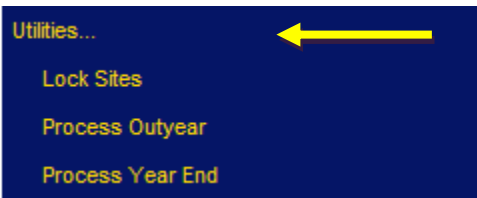
Release and save to receive a screen similar to the one below, once again changing the Status of the Cost Redistribution:

Expenditure Redistributed From								
Site	DCN	ACRN	JON	Type	Quantity	Dist Qty	Trans Amt	Dist Amt
OFF00	NEDU0011PTA5002	AA	EDU001AB300	Final	1	1	75.00	75.00

Partial/Final	Quantity	Transaction Amt	Exists in STARS	540 Amt	510 Amt	610	540 Adjustment	Effective Date	Release	Status
Final	1	75.00	<input type="checkbox"/>	115.00	0.00	<input type="checkbox"/>	\$0.00	11/29/2011	<input checked="" type="checkbox"/>	Released at FA

UTILITIES

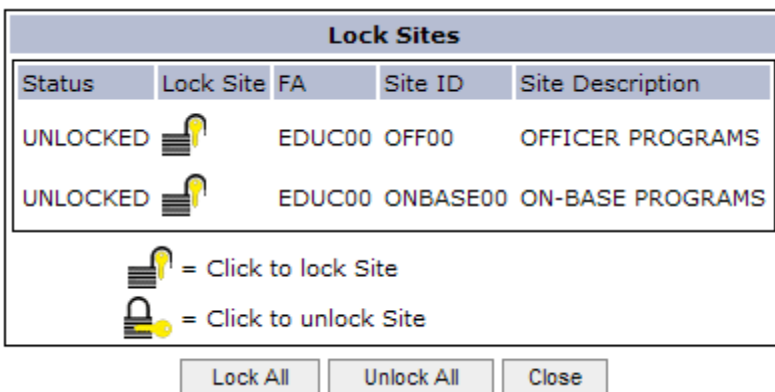
Various FA functions are covered under the Utilities menu option; each is described below.



LOCK SITES



Locking one or more of the Sites is useful to the FA when conducting end-of-month, end-of-quarter or end-of-year reconciliations between FASTDATA and STARS-FL. Selecting the padlock of each Site to lock or unlock will affect the Site(s) as designated. There is also a Lock All button to apply to each one individually. This action alone locks or unlocks the Site(s).

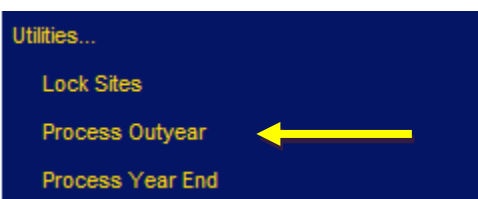


When the Site is locked, users will have **No Access**, **Display-only Access**, or **Full Access** to the Site, as set by the System Administrator.

PROCESS OUTYEAR

When the time comes after mid-year that the FISC or contracting offices start to request documents to be forwarded to them for the new Fiscal Year, it is time for the FA to begin preparing their database for the OUTYEAR process. This process should not be done until any structural change requirements are provided by the Major Command for the upcoming Fiscal Year. Structural changes would include LOA changes, Cost Center/Sub Cost Center changes, JON changes, Cost Account Codes, etc. Once the FA performs the Outyear process, they will be able to make all changes needed to the framework, but it needs to occur prior to sending the Outyear Financial Framework to the Site level.

FASTDATA allows the FA's designated users to reorganize their Financial Framework. See [Reorganize Financial Framework](#) for further details.



The Process Outyear will allow the FA to promote Responsibility Centers and their associated OPTARs, authorizations, job order numbers, Sites, and serial ranges to the Outyear. When selected, it will provide the ability to promote one RC at a time or all as desired.

Select	JON Status	RC	Appropriation	Subhead	BCN/BP ALLOT	SA/OB Suffix
No Eligible RCs found.						
Promote						
<input checked="" type="radio"/> Direct OPTAR(s) <input type="radio"/> Reimbursable OPTAR(s) <input type="radio"/> Direct and Reimbursable OPTAR(s)						
Roll RC and Authorization Amounts						
<input checked="" type="radio"/> Do not roll funds <input type="radio"/> 1st quarter only <input type="radio"/> All 4 quarters						
Select All		Deselect All		Process		Close

Place a check in the box next to the RC(s) to promote to the Outyear. Indicate the desired JON Status, and then select the Process button.

Select "Carry forward to Outyear" the current year JON status will carry forward to the Outyear JON.

Select "Reset status" any New (Incomplete) statuses will be carried forward and all other statuses will be set to New (Complete) in the Outyear.

When the process is complete, a "Results" box will appear at the bottom of the page. The Results section will inform of a successful move and will list the associated data included. Select the desired radio button in the lower portion of the page to promote only direct OPTARs, only reimbursable OPTARs, or both direct and reimbursable OPTARs.

Promoting RCs to the Outyear automatically performs the following processes:

- Copies the financial framework for the current year to the Outyear.
- Options to No roll Funds, roll first quarter only or roll all 4 quarters.
- Adjusts any occurrences of the current fiscal year, such as JONs, to the next fiscal year.
- Resets the current sequence number for document serial ranges to zeros.

If the user tries to promote RCs that have already been promoted, a message will display that zero (0) item(s) were promoted.

Before an RC can be promoted to the Outyear the Resource Authorization to which it is associated has to have been promoted to the Outyear.

- If there are grantor data records flagged for carrying forward with a funds expiration date after the beginning of the Outyear's fiscal year, the grantor data also will be promoted to the Outyear.
- If the Outyear Process detects a reimbursable JON with associated grantor data, FASTDATA will promote the JON to the Outyear but will clear the grantor data from the JON record if the grantor data is not flagged for carrying forward.

Promoting multi-year appropriations requires additional steps as outlined below:

After the Process Outyear is performed by the FA and review has taken place, the next step is to send the Outyear Financial Framework to the Site. This must occur so the Site can create the documents required for the future Fiscal Year and send them to the appropriate contracting office. All documents created in the Outyear at the Site level will remain at the Site level and there is no check for funds when creating in the Outyear. The transactions will transmit to the FA and to STARS-FL once the second part of the process is completed in October. The Process Year End allows the documents that have been suppressed at the Site level to transmit.

User must be signed in as the Role that created the RA. The Outyear status will be “ineligible” until the steps below are taken:

- 1 In the Role (such as the RM) where the RA was created, change the Fiscal Year to the Outyear.
- 2 Go to Funds Management, Resource Authorization.
- 3 Choose the RM you need to promote and click the Update Icon:
- 4 Click Add Subhead.

5 Enter the subhead data again with new fiscal year and Save it.

FASTDATA Version 901_10.1.0013 Current Role: Resource Manager (RM01,PTC00)

Resource Authorization Update

General

Funding Type: RTTSE IIR Holder: 00002 Department: 07 Approval Date: 10/1/2009 Expired Date: 9/30/2011
 Begin Fiscal Year: 2010 End Fiscal Year: 2011 APPR: 0000 Effective Date: 10/01/2009

Subheads

Delete	Distribution	Subhead	Sequence No.	FY	Resource	RCN	Sub Alloc	AAA	DC	RAA	Cost Code	TS
<input type="checkbox"/>		0042	0	2011	JFT	0004	0	00002				
<input type="checkbox"/>		0042	0	2010	JFT	0000	0	00002				

Buttons: Add Subhead Save Close

6 Distribute it to the FA.

7 Go to FA level and stay in current year.

8 Go to Utilities, Process Outyear:

9 Select RCs to carry forward.

FASTDATA
 User Authorization and Financial Document Automation System

Current Role: FA Manager FY10/11: 00002

Select RC(s) to be promoted to the outyear:

SELECT	RCN	Resource	RC	Appropriation	Subhead	RCN/SP ALLOC	SALES SUFFX
<input type="checkbox"/>	0042	0000	00	RT 10-0400	0042	00044	0
<input checked="" type="checkbox"/>	0042	0000	00	RT 10/11 0400	0042	00044	0

Options:

☒ Direct OPTAR(s) ☐ Reimbursable OPTAR(s) ☐ Direct and Reimbursable OPTAR(s)

Buttons: Select All Deselect All Process Close

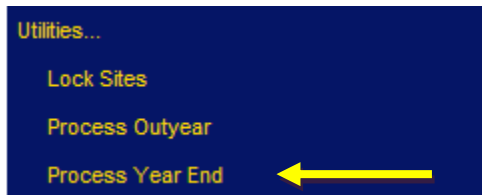
10 Click Process.

11 Check your financial framework to confirm success.

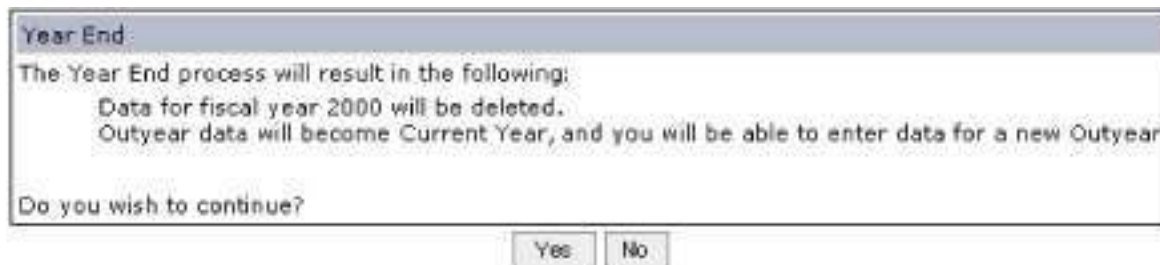
PROCESS YEAR END

The FA must perform Process Outyear before performing Process Year End, and the system Date MUST be greater than October 1 of the current Calendar year. Once Year End is performed, the FA will reflect the new Fiscal Year as the Current Year of the database. Access to this End-of-Year Process window is defined at the System Administrator level.

Funds should be in place at the RC and Authorization levels, as once Year End is performed on the Site, the documents created in the Outyear will begin to transmit to the FA and to STARS-FL to generate obligations and commitments.



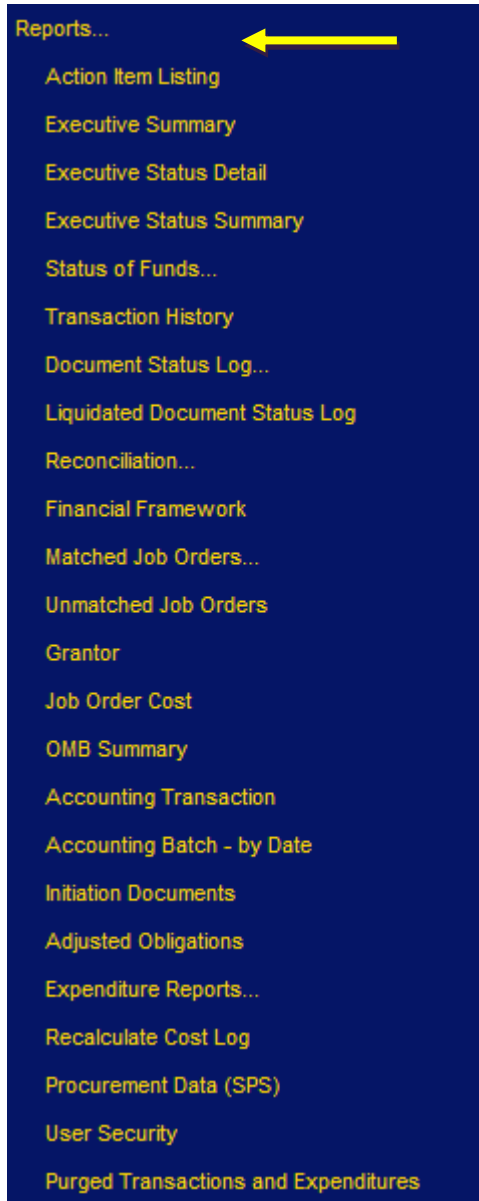
Successful processing of year-end will result in:



To begin the end-of-year process, select the Yes button. When processing is complete, the End-of-Year Utility window will close automatically. Select No to close the Year End window.

REPORTS

Each of the reports available at the FA will provide information or status you can use in review of your document costs. Some will provide different selections such as summary or detail; by DCN, JON, OPTAR code, EE, etc. Each report is described below.



The majority of these reports offer the following Run Report options to the user upon entering the desired report criteria:

- Run Report – Applies the selected criteria and produces the report on screen in PDF format.
- Run CSV Report – Runs the report criteria as a text file that may be exported in an Excel spreadsheet.
- Run Excel Report – Runs the report criteria directly into Excel.



REPORT CRITERIA SCREENS

Transaction History

FA: EDUC00

Site: OFF00

FY: 2009

RC: All RCs
AA
AB
BU
TM

OPTAR: All OPTARs
01
03
07
08

ACRN: All ACRNs
AA
AB

DCN: All Document Numbers
NEDU0009CCMMMNT
NEDU0009CCMMMP1
NEDU0009CCMMMRJ
NEDU0009CCMMMT1

DCN Filter:

Document Type: All Doc Types
CIVILIAN LABOR
CREDIT CARD
DD1348 - MILSTRIP Requisition
DD1348-6 - MILSTRIP Requisition Long Form

From Date:

To Date:

Run Report Run CSV Report Run Excel Report Filter Close

Select All RCs, a single RC or multiple RCs.

Select All OPTARs, a single OPTAR or multiple OPTARs.

Upon making a choice from the Reports menu, the user will receive a criteria screen that will allow him to “customize” the requested report information.

For instance, notice above that the report may contain information for All RCs and OPTARs or that the user may choose specific ones, depending on his needs.

In the DCN area, in addition to the options named above, the user may also use the DCN Filter box to type in part or all of the DCN that is desired. If this option is chosen, the user would then select the Filter button at the bottom of the screen to initiate the search. After retrieving the desired information in the DCN area, highlight the filtered data before selecting one of the Run Report options.

WILD CARD OPTIONS ON CRITERIA SCREENS

Document Status Log by Auth

FA: EDUC00

Site: OFF00

FY: 2009

RC: All RCs
AA
AB
BU
TM

OPTAR: All OPTARs
01
03
07
08

JON: All JONs
68045911100
68045922200
6809490311A
6809490311B

JON Filter:

DCN: All Document Numbers
NEDU0009CCMMNT
NEDU0009CCMMMP1
NEDU0009CCMMMRJ
NEDU0009CCMMMT1

DCN Filter:

Direct/Reimbursable: Direct

From Date:

To Date:

Run Report Run CSV Report Run Excel Report Filter Close

The JON and DCN Filters are optional parameters allowing refinement of the JON and DCN searches. The process is the same for both filter options. A wild card indicator (*) may be used at the beginning or end of the entry. For example, entering NEDU0013CC* in the DCN Filter text box, and then selecting the Filter button will refresh the DCN list with only those DCNs meeting that criteria. The user must then be sure to highlight the filtered data that appears in the DCN section BEFORE selecting one of the Run Report options.

ACTION ITEM LIST REPORT (AIL)

The Action Item List provides the Funds Administrator (FA), Resource Manager (RM), Component Command (CC), and/or Major Command (MC) users the ability to view a report containing 22 distinct areas of interest regarding security and funds administration. The MC, CC, and RM users have the ability to choose one or more FAs when running the report. If a FA runs the report, it will display only that FA's data.

This is the report that gives the FA the **quality check** on the status of their FA. It can be run by a selected RC and OPTAR. RUN REPORT will pull the report in the PDF format. It will depend on the size and amount of the FA data whether ALL items can be run at one time. If it is too large, highlight several selected items as defined below.

Action Item Report			
Action Items to Report on :		FA Selection	
<div>All Action Items</div> <div>Fund Administrator and Site Accounts with 90 days of inactivity</div> <div>Fund Administrator and Site Accounts that have never Accessed</div> <div>RCs with Undistributed Funds</div> <div>Sites without Serial Ranges</div> <div>OPTARs without Site Codes</div> <div>OPTARs without Check for Funds</div> <div>OPTARs without Adequate Funding</div> <div>Authorizations without Adequate Funding</div> <div>Authorizations without associated Job Order Numbers</div> <div>Unacknowledged Job Order Numbers</div> <div>Documents without obligations</div> <div>Expenditures Suspended at the Fund Administrator</div> <div>Accounting Transactions Suspended at the Fund Administrator</div> <div>Expenditures Suspended at the Site</div> <div>Suspended External Transactions</div> <div>Reconciliation Results</div> <div>Scheduling of Events not within Recommended Guidelines</div> <div>Invalid Cost Redistribution</div> <div>Invalid Expenditure Cost Transfer</div> <div>Inactive Fund Administrators</div>		<div>EDUC00EDUCATION PROGRAMS</div>	
RC Selection	Optar Selection	Check For Funds: All	
<div>All RCs</div> <div>AA</div> <div>AB</div> <div>BU</div> <div>MY</div> <div>TM</div>	<div>All Optars</div> <div>01</div> <div>03</div> <div>07</div> <div>08</div> <div>09</div> <div>1A</div> <div>MY01</div> <div>SPS02</div>	Exclude Selected Optars: No	
		<div></div> <div>Filter Optars</div>	
<div>Run Report</div> <div>Close</div>			

Action Items to Report on

Select the Action Items to filter the report. Accept the default All Action Items, select a single Action Item, or select multiple Action Items.

- **Critical Reports have status of Green, Yellow or Red.**
- **Non-Critical Reports have status of either Green or Yellow.**

FA Selection

Select the FA to filter the report. Accept the default All FAs, select a single FA, or select multiple FAs. The list of FAs available is determined by the role and access of the user account.

RC Selection

Select the RC to filter the report. Accept the default All RCs, select a single RC, or select multiple RCs. The list of RCs available is determined by the role and access of the user account.

OPTAR Selection

Select the OPTAR to filter the report. Accept the default All OPTARS, select a single OPTAR, or select multiple OPTARS. The list of OPTARS available is determined by the role and access of the user account.

OPTAR filters do not apply to the following reports: Fund Administrator and Site Accounts with 90 days of Inactivity; Fund Administrator and Site Accounts that have never been Accessed; Undistributed Funds; Sites without Serial Ranges.

OPTAR filters apply to: OPTARs without Site Codes; OPTARs without Check for Funds; OPTARs without Adequate Funding; Authorizations without Adequate Funding; Authorizations without associated Job Order Numbers.

Check for Funds

Accept the default All to include funds or select Yes or No as applicable.

Exclude Selected OPTARS

Accept the default No to allow all OPTAR information be displayed in the report. Select Yes to exclude the OPTAR information from the report for the item selected in the OPTAR Selection list.

OPTAR filters do not apply to the following reports: Fund Administrator and Site Accounts with 90 days of Inactivity; Fund Administrator and Site Accounts that have never been Accessed; Undistributed Funds; Sites without Serial Ranges.

OPTAR filters apply to: OPTARs without Site Codes; OPTARs without Check for Funds; OPTARs without Adequate Funding; Authorizations without Adequate Funding; Authorizations without associated Job Order Numbers.

Filter OPTARS

Used to filter the OPTAR Selection list, however it does not filter OPTARS on the report. The OPTARS included or excluded on the report are determined by the selections made in the OPTAR Selection list.

Run Report

Initiates the Action Item List Report in accordance with the parameters you have selected.

Close

Select this button to cancel the report request and close the page.

When all is selected, the report will open in a PDF format.

Each section will display the link that will take the FA to the item to review. Two examples are shown below and the other items are defined.

Security		
Security - Fund Administrator and Site Accounts with 90		
Action Item Count : 1		
The following Fund Administrator and/or Site users have access to the Fund Administrator and/or Site roles but have not accessed the FASTDATA software for 90 days or longer.		
Contact the System Administrator to either reactivate the account or have the account removed.		
FA ID: N3560A (Yellow) FA Count :1		
Current Status is Yellow as this is considered to be critical because one or more accounts have been inactive for more than 90 days.		
User ID	Last Login Date	Days Elapsed
6FPE45263F	2009-APR-28	149
Fund Administrator and Site Accounts that have never been Accessed		
Action Item Count : 0		
The following Fund Administrator and/or Site users have access to the Fund Administrator and/or Site roles but have never accessed their account to activate their Single Sign-on (CAC) capability.		
If it has been less than 30 days since the account was established, you may have each of the following users access the Fund Administrator application and activate their Single Sign-on (CAC). If it has been 30 days or more, you must contact your System Administrator to reactivate the account or have the account removed.		
FA ID:N3560A (Green) FA Count :0		
Current status is Green as this is considered to be within guidance because all accounts have been accessed.		
User ID	Day Account Established	Days Elapsed
		n

Financial Framework – RCs with Undistributed Funds lists RCs that have either undistributed funds or have more than the targeted funding distributed. Within each FA ID, It is sorted by Fiscal Year, then RC, Appropriation (Basic Symbol), Subhead, BCN, SA OB Suffix.

Financial Framework - Sites without Serial Ranges lists Sites that have no associated serial ranges. Within FA ID, it is sorted by Fiscal Year, Site, then OPTAR ID.

Financial Framework - OPTARS without Site Codes will display any OPTARS without associated Sites.

Financial Framework - OPTARS without Check for FUNDS- will list all OPTARS that do not have the check for funds enabled. This is a BUPERS requirement to have the FUNDS CHECK turned on.

Financial Framework - OPTARS without Adequate Funding lists OPTARS that do not have the adequate funding to cover costs already incurred.

Financial Framework - Authorizations without Adequate Funding lists authorizations that do not have adequate funding to cover costs already incurred.

Financial Framework - Authorizations without associated Job Order Numbers lists authorizations that have no associated job order numbers.

Financial Framework Unacknowledged Job Order Numbers - will display job order numbers in the current fiscal year that have not been synchronized properly with STARS-FL.

- If all Job Orders are acknowledged the FA action item is Green.
- If one or more Job orders with a status of New Incomplete, Modified Complete, Modified in Error, or Modified Unacknowledged, then the FA action item is Yellow.
- If one or more Job Orders have a status of New in Error, New Complete, New Unacknowledged, or New Unacknowledged by Modified, then the FA action item is Red. This is due to these Job orders not being in STARS-FL and can cause accounting transactions to suspend in STARS-FL.

Accounting Transactions - Documents without Obligations lists documents that generate commitments and require acceptance or contract process to generate an obligation. This has not occurred for these documents listed. This list will exclude documents with status of Finalized, Cancelled Not Used, Initiation, and Cancelled Initiation.

Accounting Transactions - Expenditures Suspended at the Fund Administrator provides expenditures that have suspended at the FA.

Accounting Transactions - Accounting Transactions Suspended at the Fund Administrator lists all accounting transactions that the FA has suspended to prevent them from being transmitted to STARS-FL. If at least one is older than 30 days then the condition is Red. If there is at least one suspended that is less than 30 days the condition is Yellow.

Accounting Transactions - Expenditures Suspended at the Site show expenditures that have suspended at the Site level.

Accounting Transactions - Suspended External Transactions will display transactions from all external systems suspended at the FA or Site level. This involves DTS, SPS, MPC, or B1 records that are at the FA or one or more Sites.

Accounting Transactions - Reconciliation shows the results at the FA level for the current FY and prior years.

Automatic Process - Scheduling of Events lists the automated jobs for which the FAs settings do not follow recommended guidelines. Guidelines provided for BUPERS BSO are:

- Perform reconciliation. Active 15-60 MIN or DLY, Red if not within guidelines.
- Process MPC transactions. Active 15-60 MIN, Red if not within guidelines.
- Receive DTS transactions from STARS-FL. Active, 15-60 MIN, Red if not within guidelines.
- Receive Expenditures from STARS-FL. Active, 5 MIN, Red if not within guidelines.
- Receive JONs from STARS-FL. Must be Inactive, Red if Active.
- Receive JONs that failed STARS-FL validation (INVALID). Active, 5-90 MIN, Red if not within guidelines.
- Receive JONs that passed STARS-FL, validation (VALID). Active, 5-90 MIN, Red if not within guidelines.
- Receive accounting transactions from the Sites(s). Active, 15-60 MIN or DLY, Yellow if not within guidelines.
- Receive cost redistributions from the Sites. Active, 15-60 MIN, Red if not within guidelines.
- Receive cost corrections from the Sites(s). Active, 5-60 MIN, Red if not within guidelines.
- Release Financial Framework to Sites(s). Active, 15-60 MIN, Red if not within guidelines.
- Release Outyear Financial Framework to Site(s). Active, 5-60 MIN, Yellow if not within guidelines.
- Send Cost Redistribution Batch to STARS-FL. Active, 5-90 MIN, Red if not within guidelines.
- Send JONs to STARS-FL. Active, 5-90 MIN, Red if not within guidelines.
- Send OPTAR Authorizations (010,121) to STARS-FL. Active, 5-90 Red if not within guidelines.
- Send RC Funds Authorizations (110) to STARS-FL. Active, 5-90 MIN, Red if not within guidelines.
- Send expenditures to the Site(s). Active, 5-60 MIN, Yellow if not within guidelines.
- Receive Subsistence-in-Kind (SIK) transactions NEW- FA N41118 ONLY). Active, 5-90 MIN, Red if not within guidelines.
- Receive DANTES - reimbursement support transactions NEW FA N35697 ONLY). Active 5-90 MIN, Red if not within guidelines.

Automatic Process - Scheduling of Events not within Recommended Guidelines

Action Item Count : 10

FASTDATA provides the ability to control when the automatic processes execute and the major command has provided guidance for configuring this schedule.

The following events do not follow the recommended guidelines.

You should access the Automated Processes Window (File Manager, Automated Jobs) and activate the event or change the schedule to match the guidelines.

FA ID: N3560A (Red) FA Count: 10

Current status is Red as this is considered to be critical because one of the schedule settings do not match the guidance which impedes the natural flow with the official accounting system.

Process	Recommended Interval	Active	Current Setting	Last Executed
Send expenditures to the Site(s).	Every 15-60 minutes OR Daily	NOT ACTIVATED	Every 5 minutes	07/27/2009 14:31:40
Receive accruing transactions from the Site(s).	Every 15-60 minutes OR Daily	Active	Every 5 minutes	09/22/2009 12:53:36
Receive cost redistributions from the Site(s).	Every 15-60 minutes	NOT ACTIVATED	Every 5 minutes	
Receive cost corrections from the Site(s).	Every 15-60 minutes	NOT ACTIVATED	Every 5 minutes	
Receive Expenditures	Every 15-60 minutes	NOT ACTIVATED	Every 5 minutes	07/27/2009 14:31:39

Reconciliation of all FYs. Example of how it will be reflected for the FA on the AIL is below:

Accounting Transactions - Reconciliation Results

FASTDATA can be scheduled to reconcile document costs with STARS-FL.

Your system currently has the following information recorded as reconciliation results. Note that the "Number of Document/ACRNs Reconciled" includes those in FASTDATA, as well as those that are in STARS-FL, but not in FASTDATA.

FA ID: N3560A (Red) Current status is Red as this is considered to be critical because the current year reconciliation is reporting less than 85 percent reconciled.

Fiscal Year	Date Reconciled	Number of Document /ACRNs Reconciled	Number of Differences	Percent Reconciled
2009	7/29/09 12:00 AM	71438	47573	66.60 %
2008	7/29/09 12:00 AM	178538	8034	95.42 %
2007	7/29/09 12:00 AM	987313	134880	86.50 %
2006	7/29/09 12:00 AM	993	0	100.00 %
2005	7/29/09 12:00 AM	75	0	100.00 %
2004	7/29/09 12:00 AM	96	0	100.00 %
FA Totals		418174	191488	45.83 %

Invalid Cost Redistribution provides a list of those Cost Redistributions that were returned from STARS-FL as invalid

Invalid Expenditure Cost Transfer provides a list of those Expenditure Cost Transfers that were returned from STARS-FL as invalid

Inactive Fund Administrators – A list of inactive FAs.

STARS-FL Liquidated Cost does not Match FASTDATA Actual Cost – A list of documents showing a difference between the two listed costs.

Documents with Invalid EE/OOC Combinations – A list of documents with invalid Expense Element/OMB Object class combinations.

EXECUTIVE SUMMARY

This report displays the following:

- Part One (1), the Resource Authorization Funding, Distributions, Total Balance, and Total Obligated at the Major Command, Component Command, Resource Manager, and Fund Administrator level.
- Part Two (2) the Status of Funds Report at the Fund Administrator level and below.

Use the Executive Summary Report (FA) Report Criteria to limit the information contained in the report. Reports can be generated with one subhead or with all subheads, and for Direct or Reimbursable. Not selecting anything will default to All.

The screenshot shows a dialog box titled "Executive Summary Report (FA)". It contains several input fields and a list box. The "FA:" field is set to "N3560A". The "FY:" field is set to "2009". The "Qtr:" field is a dropdown menu set to "4". The "Subhead:" field is a list box with the following options: "All Subheads", "17 2009/2009 1804 3560A 22LW", "17 2009/2009 8716 64085 1201", "17 2009/2009 1804 3560A 22NW", and "17 2009/2009 1453 3560A 226M". The "Direct/Reimbursable:" field is a dropdown menu set to "Direct". At the bottom of the dialog box are two buttons: "Run Report" and "Close".

Part 1 of the report reflects the Total Resource Authorization by Subhead. The funds management in BUPERS for this year will not utilize the Major Command for loading the RA, nor the Component Command, or Resource Manager. The RA and the funds will be loaded at the FA level for FY2010. It is possible that the upper level will be utilized in the future. As noted on the example report, the levels not being utilized on the Executive Summary Part 1 will show "No funding at this level".

EXECUTIVE SUMMARY REPORT (FA)						
Funds Administrator: M3585A						
Direct/Reimbursable: D						
Fiscal Year: 2000						
Resource Authorization: 17 2000/2000 1453 3550A	Resource Authorization					
Total Resource Authorization	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Ann. Planning Figure	YTD
Cumulative Cost	\$25,277,515.00	\$670,360.00	\$0.00	\$0.00	\$25,947,895.00	\$25,947,895.00
	\$12,562,940.12					
Major Command: BUPERS-MC	Funds Distribution					
RA Funding (Subhead): 17 2000/2000 1453 3550A 228M	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Ann. Planning Figure	YTD
Total Resource Authorization	\$25,277,515.00	\$670,360.00	\$0.00	\$0.00	\$25,947,895.00	\$25,947,895.00
Total Distributed	\$25,277,515.00	\$670,360.00	\$0.00	\$0.00	\$25,947,895.00	\$25,947,895.00
Total Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cumulative Cost	\$12,562,940.12					
Compliant Command:	- No Funding at this Level -					
RA Funding (Subhead): 17 2000/2000 1453 3550A 228M						

Resource Manager: - No Funding at this Level -
RA Funding (Subhead): 17 2000/2000 1453 3550A 228M

Fund Administrator: N0565A	Ann. Planning Figure					
RA Funding (Subhead): 17 2000/2000 1453 3550A 228M	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds		YTD
Total Distributed	\$25,277,515.00	\$670,360.00	\$0.00	\$0.00	\$25,947,895.00	\$25,947,895.00
Cumulative Cost	\$12,562,940.12					

Part 2 of the Status of funds will break out by RC listing each OPTAR and a bottom line total for that RC.

Status of Funds								
Fiscal Year: 2000								
Direct/Reimbursable: D								
Subhead: 17 2000/2000 1453 3550A 228M								
Fund Administrator: M3585A								
		Annual Planning Figure	Current Authorized	Cumulative Cost	Encumbered Amount	Inv. Issued Amount	Available Balance	Current % Used
OPTAR Code: PT	PERBY BIDDLE UNIVERSITY	\$40,200.00	\$40,200.00	\$71,454.45	\$0.00	\$0.00	\$27,745.55	43.67%
OPTAR Code: 06	STAS1 PROGRAM LOCAL CONDUCT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
OPTAR Code: TX	TEXAS MARITIME COLLEGE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
OPTAR Code: TY	WYOMING COLLEGE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
OPTAR Code: 02	GULF MARITIME ACADEMY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total for RC Code: 34		\$40,200.00	\$40,200.00	\$71,454.45	\$0.00	\$0.00	\$27,745.55	43.67%
RC Code: 34								

Within the RC the funds are reflected by OPTAR in the category of Annual planning figure, current authorized, cumulative cost, available balance and current % used. The bottom line for each RC is listed.

EXECUTIVE STATUS DETAIL

The Executive Status Report by Expense Element Detail provides the capability to view resource authorizations and spending at the funding levels. This provides comparable performance figures across the activity. Status of Funds information provides the details supporting the spending (Total Obligated) and funds distributions at the FA level and below.

The Status of Funds section of the report provides a detailed breakdown by Expense Element within the OPTAR, a subtotal by OPTAR and total by RC, within the Subhead funding line. A display of the impact of initiations on available balances and current percent used is also provided.

Executive Status Report (FA) - Detail

FA: N3560A

FY: 2009

Qtr: 4

Subhead:

- All Subheads
- 17 2009/2009 1804 3560A 22LW
- 17 2009/2009 8716 64065 1201
- 17 2009/2009 1804 3560A 22MW
- 17 2009/2009 1453 3560A 220M

Direct/Reimbursable: Direct

Run Report Close

All Subheads can be selected or can be limited to one subhead when generating the report. An example is shown below:

EXECUTIVE STATUS REPORT BY EXPENSE ELEMENT - DETAIL

Fund Administrator: 10001A						
Fiscal Year 2008						
Resource Authorization						
Resource Authorization: 17 20002000 1004 3001A	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Ann. Planning Figure	YTD
Total Resource Authorization	\$3,125,489.00	\$0.00	\$0.00	\$0.00	\$3,125,489.00	\$3,125,489.00
Total Distributed	\$3,125,489.00	\$000,000.00	\$000,000.00	\$0.00	\$4,125,489.00	\$4,125,489.00
Total Balance	\$0.00	-\$500,000.00	-\$500,000.00	\$0.00	-\$1,000,000.00	-\$1,000,000.00
Total Obligated						\$1,617,908.75
Funds Distribution						
Major Command: 100-WOLBC						
RA Funding (Subhead): 17 20002000 1004 3001A 9U3N						
RA Funding (Subhead): 17 20002000 1004 3001A 9U3N	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Ann. Planning Figure	YTD
Total Resource Authorization	\$3,125,489.00	\$0.00	\$0.00	\$0.00	\$3,125,489.00	\$3,125,489.00
Total Distributed	\$3,125,489.00	\$000,000.00	\$000,000.00	\$0.00	\$4,125,489.00	\$4,125,489.00
Total Balance	\$0.00	-\$500,000.00	-\$500,000.00	\$0.00	-\$1,000,000.00	-\$1,000,000.00
Total Obligated						\$1,617,908.75
Component Command	-No Funding at this Level-					
RA Funding (Subhead): 17 20002000 1004 3001A 9U3N						

Resource Manager: -No Funding at this Level-
RA Funding (Subhead): 17 20002000 1004 3001A 9U3N

Fund Administrator: 10001A						
RA Funding (Subhead): 17 20002000 1004 3001A 9U3N						
RA Funding (Subhead): 17 20002000 1004 3001A 9U3N	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Ann. Planning Figure	YTD
Total Distributed	\$3,125,489.00	\$000,000.00	\$000,000.00	\$0.00	\$4,125,489.00	\$4,125,489.00
Total Obligated						\$1,617,908.75

EXECUTIVE STATUS REPORT BY EXPENSE ELEMENT - DETAIL

Status of Funds											
Fiscal Year 2008											
Direct Responsibility: 0											
Summary: 17 20002000 1004 3001A 9U3N											
Fund Administrator: 10001A											
	Annual Planning Figure	Current Authorized	Initiation	Commitment	Obligation	Commitment Goal	Program Balance With Initiatives	Current % With Initiatives	Program Balance	Current % Used	
OPTAR CURE-PP PETROLEUM (ALL DEPT)	\$427,000.00	\$427,000.00	\$0.00	\$07.29	\$0,000.00	\$10,000.00	\$429,297.49	0.1%	\$429,297.49	0.1%	
Expense Element B			\$0.00	\$0.00	\$000.71	\$1,719.00					
Expense Element C			\$0.00	\$24,500.00	\$0.00	\$24,500.00					
OPTAR CURE-T1 COMBINED SUPPORT	\$10,000.00	\$10,000.00	\$0.00	\$24,500.00	\$000.71	\$20,070.00	\$10,282.41	0.0%	\$10,282.41	0.0%	
Total for PU CODE: 00	\$10,000.00	\$10,000.00	\$0.00	\$1,000,000.00	\$000,000.00	\$1,017,000.00	\$10,000,000.00	0.0%	\$10,000,000.00	0.0%	
Total for Fund Administrator: 10001A	\$10,000.00	\$10,000.00	\$0.00	\$1,000,000.00	\$000,000.00	\$1,017,000.00	\$10,000,000.00	0.0%	\$10,000,000.00	0.0%	
Total for Summary	\$10,000.00	\$10,000.00	\$0.00	\$1,000,000.00	\$000,000.00	\$1,017,000.00	\$10,000,000.00	0.0%	\$10,000,000.00	0.0%	

This report may be run for an individual Subhead or for All Subheads.

The Executive Status Report by Expense Element Summary provides the capability to view resource authorizations (RAs) and spending at the FA level, which provide comparable performance figures across the activity.

Status of Funds information provides details supporting the spending (Total Obligated) and funds distributions at the FA level and below. The Status of Funds section of the report provides totals by Expense Element within the Subhead funding line, the impact of initiations on available balances, and current percent of available funding used.

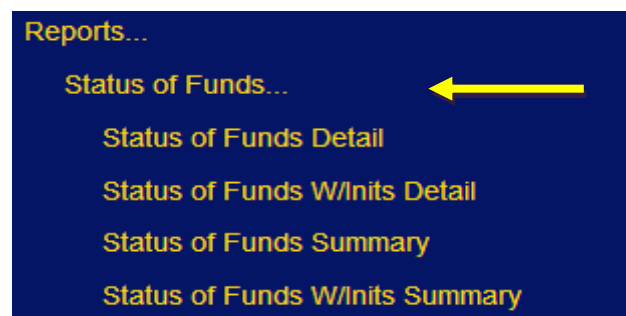
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STATUS OF FUNDS

As shown below, there are four selections available under the Status of Funds. If a report is selected with the “Detail” option, it provides authorization and obligation totals and remaining available balance for each individual authorization within the OPTAR. If selected by “Summary,” the totals are summarized at the OPTAR level.

In an attempt to balance to actual funding, this report has been modified to include RC/OPTARs without associated Sites. A row has been added to the report to account for RC/OPTARs meeting this condition.

The user can also choose to run these reports with or without the Initiations included.



STATUS OF FUNDS DETAIL

This report provides the status of direct or reimbursable funds by Responsibility Center (RC), OPTARs, and Authorizations. It provides APFs, current amounts authorized, cumulative costs, available balance and a percentage figure of authorization amounts used. For non-DMLSS Sites, the Inventory Issued and Encumbered amounts will always be zero.

The Status of Funds Detail Report does not include dollar amounts of initiation documents.

Each OPTAR balances will display on a new page. When the last page is selected, it will show the last OPTAR and have the grand totals for all. If the report is filtered by one RC for all Sites, the report will display with totals for each Site on a separate page and the final page will show the FA the RC total for all Sites.

STATUS OF FUNDS REPORT - DIRECT

FA: N1568A Fourth Quarter of FY: 2000
Site: B1
RC: 3A Transfer RC Funds: Y
OPTAR: B1 Description: EMBRY RIDDLE UNIVERSITY

Funding Limitation Description	Auth	Site	Appl	Lab	Costing	Fiscal	Amount	Current	Cumulative	Unencumbered	Encumbered	Available	Percent %	
								Authorized	Cost	Amount	Amount	Balance	Used	
APF: UNF OPS	810130	H	H	H	H		\$46,201.00	\$46,201.00	\$4,777.11	\$0.00	\$0.00	\$41,423.89	0.55%	
OPT: UNF OPS	810130	H	H	H	H		\$0.00	\$0.00	\$21,824.46	\$0.00	\$0.00	\$18,175.54	0.50%	
FISCAL YEAR 2000 OPTAR CODE B1							\$46,201.00	\$46,201.00	\$21,824.46	\$0.00	\$0.00	\$24,376.54	43.87%	
							OTHER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	
							LABOR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	
							TOTAL	\$46,201.00	\$46,201.00	\$21,824.46	\$0.00	\$0.00	\$24,376.54	43.87%
FISCAL YEAR 2000 RC CODE 3A							OTHER	\$46,201.00	\$46,201.00	\$21,824.46	\$0.00	\$0.00	\$24,376.54	43.87%
							LABOR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	
							TOTAL	\$46,201.00	\$46,201.00	\$21,824.46	\$0.00	\$0.00	\$24,376.54	43.87%
Report Totals:							\$7,262,877.00	\$7,262,877.00	\$2,452,942.66	\$0.00	\$0.00	\$4,809,934.34	49.39%	

TIP: If the report is showing many pages, to move to a different page number, type the page number in the page field at the bottom of the report page and ENTER. This will forward to that page without going one by one using the forward or back.

STATUS OF FUNDS W/INITS SUMMARY

This report replicates the above report but also INCLUDES any outstanding Initiations. The report will not have a separate column for initiation documents created. It will only show a difference in the cumulative cost field. The difference should also be reflected on the Initiation report that exists in the FA under Reports, Document Status Log. This report DOES include Labor costs.

STATUS OF FUNDS WITH INITIATIONS REPORT - DIRECT							
Filter: FA = N00015 AND FY = 2008 AND QUARTER = 3 AND DIRECT REIMBURSABLE = 01 AND Site IN (NI) AND RC IN (CJ)							
FA: N00015		Third Quarter of FY: 2008					
Site: NI							
CJ							
OPTAR		Annual Planning Figure	Current Authorized	Cumulative Cost	Invoiced Amount	Encumbered Amount	Avails Balance
10	10	\$0.00	\$0.00	\$11,151.11	\$0.00	\$0.00	-\$11,151.11
30	30	\$0.00	\$0.00	\$404,525.00	\$0.00	\$0.00	-\$404,525.00
40	40	\$0.00	\$0.00	\$19,457,007.38	\$0.00	\$0.00	-\$19,457,007.38
0P	COOP	\$0.00	\$0.00	\$350,806.00	\$0.00	\$0.00	-\$350,806.00
0R	COMMAND RESERVE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PR	FMS TAX	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PR	FISCAL RESERVE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
N2	NE	\$0.00	\$0.00	\$30,000.00	\$0.00	\$0.00	-\$30,000.00
PT	PROFIT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FISCAL YEAR 2008 RC CODE CJ		\$0.00	\$0.00	\$20,308,580.49	\$0.00	\$0.00	-\$20,308,580.49
Report Totals		\$0.00	\$0.00	\$20,308,580.49	\$0.00	\$0.00	-\$20,308,580.49

TRANSACTION HISTORY REPORT

The FA Transaction History report provides a history of all transactions for each specific DCN/ACRN and identifies the source in the description column.

This report will run in the PDF format, the CSV or the Excel format. Experiment with each to determine which is best. See the pages entitled “[Report Criteria Screens](#)” and “[Wild Card Options on Criteria Screens](#)” for a discussion of ways to use the DCN Filter box, etc. on the criteria screen for this report.

The Transaction History report is much like the FASTPATH RDOC report that can be provided with all the transactions and COST of the document in STARS-FL. This is a key tool in viewing and reconciling documents with STARS-FL for RECON purposes.

The transactions will be listed and will display the history of what has occurred on the document. The COST field on this report is the amount that has affected the OPTAR. A sample is shown below.

Transaction History Report

File: AND SITE IN (OFF00) AND RC IN (TM)

FA: EDUC00

Site: OFF00

RC: TM

OPTAR: 1A

FY: 2009

DCN: NEDU0009MPA1004

ACRN	Contract ID	Contract ACRN	DO/Call	Job Order	Exp Ete	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AA				68045011100	Q	253			DD448	00		Accepted	\$1.00
Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description					
Y	CM	11/03/2010 13:39:53	0	\$1.00	00	I		Created By Database User ID=INSTRUCTOR					
Y	AR	11/03/2010 13:42:47	0	\$1.00	00	I		Created By Database User ID=INSTRUCTOR					

DCN: NEDU0009POA1002

ACRN	Contract ID	Contract ACRN	DO/Call	Job Order	Exp Ete	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AA				68045011100	Q	253			DD448	00		Complete	\$1,383.70
Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description					
Y	CM	11/03/2010 11:07:47	0	\$1,383.70	00	I		Created By Database User ID=INSTRUCTOR					
Y	EV	11/03/2010 11:00:05	0	\$691.64	00	P		Created By Database User ID=INSTRUCTOR					

Column Definitions:

Exported - Y or N - Tells the user if this document/ACRN has already exported to the FA or is still at the Site level.

Transaction Type - CM, AO, RP, EV (These equate to the STARS-FL transaction codes of 915, 540, 510, 610.) For MIPRs, you will see AD (direct) and AR (reimbursable) instead of AOs.

Transaction Date - will reflect the manual entry date or the imported date from an external system, such as B1 files, CITIDIRECT MPC, STARS-FL DTS/SPS/Expenditures.

Transaction Qty – the quantity imported or entered.

Transaction Amount – the amount of the transaction.

Amendment number – indicates initial entry (00) or the appropriate amendment number (01, 02, etc.)

Partial Code –one of the following codes will appear:

- I - initial entry of a document/memo (STARS-FL "N")
- T/Space - An adjustment entry to a dollar value (STARS-FL "T")
- P - A partial 510 or 610
- F - A final 510 (Q) or 610 (C)
- L - A partial liquidation of a commitment (by acceptance)
- R - Generates RT - A "R" type transaction for STARS-FL
- U - Generates UT -A "U" type transaction for STARS-FL
- C - Cancellation

NTE - Not to exceed code if it is part of the entry.

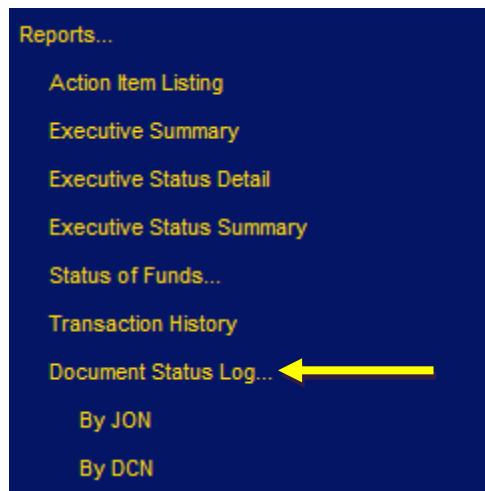
Transaction Description - provides the history of the transactions in the life cycle of the document and includes the user id affecting the document. The file name and date will appear if it is coming in from an external system.

DOCUMENT STATUS LOG

Choices under this report include: By JON or By DCN. It provides the status of each DCN/ACRN at the FA, a description of the transaction and detailed totals at selected levels.

The ACTUAL COSTS on the Document Status Log and the CUMULATIVE COST on the Status of Funds report should balance at the Sites. If they do not, the Site should run the Recalculate Obligations process to put them back into balance. This process is found under Utilities on the Site menu. An automated job exists that can be scheduled in non-peak hours to prevent users from having to exit the system.

Note: Reports run in CSV or Delimited format may experience errors if returning extraordinarily large number of records (greater than 5000 rows). This problem can be prevented by filtering the data using the selection parameters. If errors are experienced, it is strongly recommended the data be narrowed down by using filter criteria.



LIQUIDATED DOCUMENT STATUS

The Liquidated Document Status Log (LDSL) is a status report of FASTDATA documents that is used to identify possible variances between FASTDATA and the core accounting system, STARS-FL. The report calculates for each Document ACRN (DCN/ACRN) the liquidated balances in commitment, obligation, receipts and disbursements, and the liquidated document cost.

It computes the actual cost for the DCN/ACRN also found on the Document Status Log (DSL). Research is possible by comparing the liquidated document cost to actual cost, and the liquidated balances to balances found on the STARS-FL document.

A sample report is shown below:

FASTDATA LIQUIDATED DOCUMENT STATUS LOG BY DCN

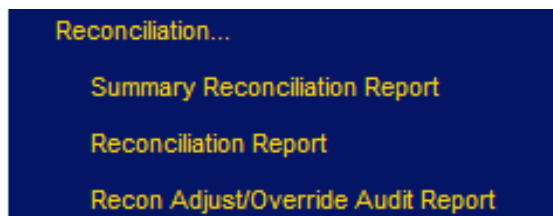
Filter: FA 03568A, FY 2005, Direct(Funding) = D AND DCN IN (03033009M00000)

Document Number	ACRN	Job Order Number	OBJ E	Obj Class	Commitment Amount	Obligation Amount	Amount Received To Date	Amount Disbursed To Date	Official Asst. Syst. Projected Cost	FASTDATA Actual Cost To Date	Document Description
SITE: NJ		RC: NJ									
OPTAR: CA		NIRCTC OTHER									
NIR03009M000000	AC	000000000000	R	213	\$0.00	\$0.00	\$0.00	\$98.00	\$98.00	\$98.00	IRB QUNG TYN
NIR03009M000000	AL	000000000000	T	208	\$0.00	\$0.00	\$0.00	\$625.00	\$625.00	\$625.00	IRB QUNG TYN
Subtotal for OPTAR: CA					\$0.00	\$0.00	\$0.00	\$723.00	\$156.30	\$723.00	
Subtotal for Site NJ					\$0.00	\$0.00	\$0.00	\$723.00	\$156.30	\$723.00	
Report Total:					\$0.00	\$0.00	\$0.00	\$723.00	\$156.30	\$723.00	

This report is available at the FA and Site.

RECONCILIATION

Reconciliation is desired to ensure FASTDATA and STARS-FL are in agreement and to preserve the integrity of financial records. [Appendix D](#) provides details regarding this process and the reports listed below.



FINANCIAL FRAMEWORK

For each OPTAR and Authorization associated with the selected Site, this report provides authorized funding amounts per quarter and cumulative cost by JON. Year-to-date authorized amounts and Total Site Cumulative Cost and Available Balance are also provided, as well as a list of Site Serial Ranges.

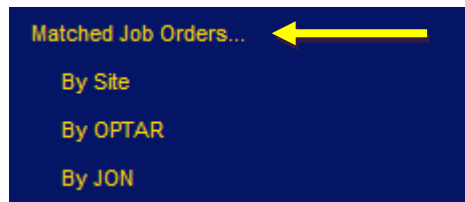
This report has been modified to include OPTARS without associate Sites. It will also now display Sites/Authorizations/OPTARS even if there are no associated JONs or if the associated JONs are all deleted.

A sample report is provided below:

Financial Framework Report											
Filter: FA N02941, FY 2012, Direct/Reimb = D											
Site: 00		Site Desc: NOTU FRONT OFFICE					Station Use: N		Site Locked: N		
RC: N1		OPTAR: 00		FRONT OFF ADMINISTRATIVE			Direct/Reimb: Direct		Funds Check: Y		
AUTH	Description	Fenced	Ceiling	Labor	Quarter 1	Quarter 2	Quarter 3	Quarter 4	YTD		
00000	DO NOT USE	N	Y	L	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Job Order	Description	CAC	Charge UIC	SAG	Fct/ Subfact	E E	Close Date	Cumulative Cost	OPTAR Desc		
					/		FRONT OFF ADMINISTRATIVE				
Totals for Auth: 030000							Cumulative Cost:	\$0.00			
							Encumbered Amount:	\$0.00			
							Inventory Issued Amount:	\$0.00			
							Available Balance:	\$0.00			

MATCHED JOB ORDERS

The Matched Job Order Report provides information on job order numbers that have an associated OPTAR and authorization ID for the active fiscal year and FA. The report includes labor and other cumulative and total costs. The report may be sorted by Site, OPTAR, or JON.



Examples are shown below:

By Site

MATCHED JOB ORDER NUMBER BY SITE REPORT

Filter: FA: N3581A AND FY: 2008
 FA: N3581A FY: 2008
 Site: 1A
 RC: NE
 OPTAR: RO

Job Order Number	JON Description	JON Status	Appropriation Type	Charge UIC	Cost Code	FY SF	S A O	Out Year	Local Code	Xprt	Author-ization	Close Date	Labor Cumulative Cost	Author-ization	Close Date	Both/Other Cumulative Cost	Total Costs
3581ASJON01	New Reimb JON	New (Complete)	OSMN and DBOF	3581A	1RU0	A/1	A1	Yes		Yes			\$0.00	ROAU0		\$0.00	\$0.00
Subtotals for OPTAR: RO													\$0.00			\$0.00	\$0.00
Subtotals for RC: NE													\$0.00			\$0.00	\$0.00

RC: NEWRC
 OPTAR: NEWOP

Job Order Number	JON Description	JON Status	Appropriation Type	Charge UIC	Cost Code	FY SF	S A O	Out Year	Local Code	Xprt	Author-ization	Close Date	Labor Cumulative Cost	Author-ization	Close Date	Both/Other Cumulative Cost	Total Costs
0018899989	LJUNO/TEST	New (Unacknowledged)	OSMN and DBOF	00188	1A40	D/1	FF	Yes		Yes			\$0.00	LJUN01		\$14.00	\$14.00
3581ASNE/001	NEW JON FOR NEWOP	New (Unacknowledged)	OSMN and DBOF	3581A	1RU0	A/1	1A	Yes		Yes			\$0.00	NEWAU		\$0.00	\$0.00
3581ASTE02	what's going on?	New (Unacknowledged)	OSMN and DBOF	00188	1A40	D/1	FF	Yes		Yes			\$0.00	LJUN01		\$0.00	\$0.00
Subtotals for OPTAR: NEWOP													\$0.00			\$14.00	\$14.00
Subtotals for RC: NEWRC													\$0.00			\$14.00	\$14.00

By OPTAR

MATCHED JOB ORDER NUMBER BY OPTAR REPORT

Filter: FA: N3581A AND FY: 2008
 FA: N3581A FY: 2008
 OPTAR: 41

Job Order Number	JON Description	JON Status	Appropriation Type	Chrg UIC	Cost Code	FY SF	S A O	Out Year	Local Code	Xprt	Author-ization	Close Date	Labor Cumulative Cost	Author-ization	Close Date	Both/Other Cumulative Cost	Total Costs
3581ASD4101	CONTRACTOR SUPPOR	New (Unacknowledged)	OSMN and DBOF	3581A	1J60	D/1	3N	Yes		Yes			\$0.00	4101		\$85,889.57	\$85,889.57
RC: NO	Site: 1A																
3581ASD4102	SUPPLIES N41	New (Unacknowledged)	OSMN and DBOF	3581A	1J2A	D/1	3N	Yes		Yes			\$0.00	4102		\$35,012.54	\$35,012.54
RC: NO	Site: 1A																
3581ASD4103	TRAINING N41	New (Unacknowledged)	OSMN and DBOF	3581A	1A1J	D/1	3N	Yes		Yes			\$0.00	4103		\$1,565.18	\$1,565.18
RC: NO	Site: 1A																
3581ASD4104	TRAVEL N41	New (Unacknowledged)	OSMN and DBOF	3581A	1A1J	D/0	3N	Yes		Yes			\$0.00	4104		\$65,771.27	\$65,771.27
RC: NO	Site: 1A																
3581ASD4105	OTHER SERVICES N41	New (Unacknowledged)	OSMN and DBOF	3581A	1J60	D/1	3N	Yes		Yes			\$0.00	4105		\$35,991.06	\$35,991.06
RC: NO	Site: 1A																
3581ASD4106	PRINTING	New (Unacknowledged)	OSMN and DBOF	3581A	1J10	D/1	3N	Yes		Yes			\$0.00	4106		\$0.06	\$0.06
RC: NO	Site: 1A																
3581ASD4107	VEHICLE RENTAL N41	New (Unacknowledged)	OSMN and DBOF	3581A	1J60	D/1	3N	Yes		Yes			\$0.00	4107		\$3.12	\$3.12
RC: NO	Site: 1A																
3581ASD4108	COMMUNICATIONS N	New	OSMN and DBOF	3581A	BS00	D/1	3N	Yes		Yes			\$0.00	4108		\$0.08	\$0.08

By JON

MATCHED JOB ORDER NUMBER BY JON REPORT

Filter: FA: N3581A AND FY: 2008
FA: N3581A FY: 2008

Job Order Number	JON Description	JON Status	Appropriation Type	Chrg UIC	Cost Code	F/ SF	S A G	Out Year	Local Code	Xprt	Labor			Both/Other			Total Cost
											Author- ization	Close Date	Cumulative Cost	Author- ization	Close Date	Cumulative Cost	
00188899989 Site: 1A	LUNOVTEST RC: NEWRC	New (Unacknowledged) OPTAR: NEWOP	O&MN and DBOF	00188	1A40	D/I	FF	Yes		Yes			\$0.00	LJJ001		\$14.00	\$14.00
3581A841077 Site: 1A	RELEASED RC: NO	New (Unacknowledged) OPTAR: BS	O&MN and DBOF	3581A	BSD0	D/I	3N	Yes		Yes			\$0.00	PE02		\$18.25	\$18.25
3581A804101 Site: 1A	CONTRACTOR SUPPORT RC: NO	New (Unacknowledged) OPTAR: 41	O&MN and DBOF	3581A	1J60	D/I	3N	Yes		Yes			\$0.00	4101		\$85,889.57	\$85,889.57
3581A804102 Site: 1A	SUPPLIES N41 RC: NO	New (Unacknowledged) OPTAR: 41	O&MN and DBOF	3581A	1J2A	D/I	3N	Yes		Yes			\$0.00	4102		\$35,012.54	\$35,012.54
3581A804103 Site: 1A	TRAINING N41 RC: NO	New (Unacknowledged) OPTAR: 41	O&MN and DBOF	3581A	1A1J	D/I	3N	Yes		Yes			\$0.00	4103		\$1,565.18	\$1,565.18
3581A804104 Site: 1A	TRAVEL N41 RC: NO	New (Unacknowledged) OPTAR: 41	O&MN and DBOF	3581A	1A1J	D/D	3N	Yes		Yes			\$0.00	4104		\$65,771.27	\$65,771.27
3581A804105 Site: 1A	OTHER SERVICES N41 RC: NO	New (Unacknowledged) OPTAR: 41	O&MN and DBOF	3581A	1J60	D/I	3N	Yes		Yes			\$0.00	4105		\$35,861.05	\$35,861.05

UNMATCHED JOB ORDERS

The Unmatched Job Order Report provides information on job order numbers that do not have an associated OPTAR and Authorization ID for the current fiscal year and FA. Typically, unmatched JONs have been imported from STARS-FL.

Select Reports, then the Unmatched Job Orders sub-menu item to open the Unmatched Job Orders screen to enter the report criteria. Select any of the three run options to produce the report.

Unmatched Job Orders

FA: N62841

FY: 2013

RC: All RCs
01
A1
A2
A3

Local Code: All Local Codes

Run Report Run CSV Report Run Excel Report Close

A sample report is shown below:

UNMATCHED JOB ORDER NUMBER REPORT									
Filter: FA N62841, FY 2008									
Job Order Number	JON Description	JON Status	Appropriation Type	Charge UIC	Cost Acct Cd	F/SF	SAG	Out Year	Local Code
3581A622Z01	TEST UNMATCHED	New (Incomplete)	O&MN DBOF	3581A		/		Yes	TEST FOR BOB
3581A622Z02	TEST UNMATCHED	New (Complete)	O&MN DBOF	3581A		/		Yes	TEST FOR BOB
3581A622Z03	TEST UNMATCHED	New (Unacknowledged)	O&MN DBOF	3581A	1A1J	D/		Yes	TEST FOR BOB
3581A622Z04	TEST UNMATCHED	New (In Error)	O&MN DBOF	3581A	1A1J	D/		Yes	TEST FOR BOB
3581A622Z05	TEST UNMATCHED	New (Unacknowledged) but modifie	O&MN DBOF	3581A	1A1J	A/1	3N	Yes	TEST FOR BOB
3581A622Z06	TEST UNMATCHED	Acknowledged	O&MN DBOF	3581A	1A1J	A/1	3N	Yes	TEST FOR BOB

The FA would have to edit the JON to match it to an OPTAR and AUTH and then retransmit it to STARS-FL to get an acknowledgement. They could then rerun the report to verify it has cleared.

GRANTOR

The Grantor Report lists all Grantors established by the FA for the current year and shows any costs incurred by the reimbursable JON to which the Grantor is attached.

A sample report is shown below:

Grantor Report																			
Filter: FA EDUC00, FY 2008																			
Seg	Grantor DCN	ACRN	Rmb	Srv	Funds	Approp	Sub	Obj	BCN	SAI Obj Suff	AAA	Tmx	Trs	PAA	Cost Code	Grantor	Bill	Rpt	UIC Mail Cd
7777	N000300MD33333	AA	3	3	12/91/2010	090810	8800	000	00032	0	06877	23	17	00032	000320REIMB	00032			
Job Orders		JON Description				RC		OPTAR		Site		Labor		Other		Total			
EDU008BMRE		REIMB JON				AA		RM		OFF00		\$0.00		\$0.00		\$0.00			
EDU009REIMB		REIMB JON				AA		RM		OFF00		\$0.00		\$0.00		\$0.00			
Total:												\$0.00		\$0.00		\$0.00			
FA Totals:												\$0.00		\$0.00		\$0.00			
Report Totals:												\$0.00		\$0.00		\$0.00			

JOB ORDER COST

The Job Order Cost by Expense Element Report provides information on JON costs by Expense Element. It lists (by Site) all JONs that have been used and shows a total for each expense element that has processed against each JON.

Select Reports, then the Job Order Cost sub-menu to open the Job Order Cost by Expense Element (FA) screen to enter the report criteria. Select any of the three run options to produce the report.

Identifies the FA

Select All Sites, a single Site, or multiple Sites

Identifies the current Fiscal Year

Select All JONs, a single JON, multiple JONs or filter the results by using the JON Filter

Select All Expense Elements, a single Expense Element or multiple Expense Elements

At the beginning of this Guide, see the pages entitled “[Report Criteria Screens](#)” and “[Wild Card Options on Criteria Screens](#)” for a discussion of ways to use the JON Filter box. A sample report is shown below:

JOB ORDER COST BY EXPENSE ELEMENT (FA)

Filter: FA N3581A, FY 2008

Site: 1A				
Job Order	Description	Expense Element	OMB Object Class	Actual Cost
00188899989	FA: N3581A	Q	252	\$14.00
3581A84107T	FA: N3581A	E	210	\$9.00
3581A84107T	FA: N3581A	Q	252	\$6.25
3581A84107T	FA: N3581A	T	260	\$3.00
3581A8D4101	FA: N3581A	E	210	\$3.11
3581A8D4101	FA: N3581A	Q	252	\$80,365.64
3581A8D4101	FA: N3581A	Q	253	\$5.00
3581A8D4101	FA: N3581A	T	260	\$5,495.82
3581A8D4102	FA: N3581A	E	210	\$3.57
3581A8D4102	FA: N3581A	Q	252	\$35,002.02

OMB SUMMARY

The OMB Object/Sub Object Summary Report provides Document Status Log costs summarized for all Sites by OMB Object Class, OMB Sub Object Class, and OMB Object Class (first two positions)

When Object Class 210 is requested as shown in the example below, the report will display as follows:

FASTDATA OMB OBJECT/SUBOBJECT CLASS SUMMARY					
Filter: FA N35604, FY 2009, Direct/Reimb = D AND OMB CLASS IN (210)					
	Commitment Amount	Obligation Amount	Amount Received To Date	Amount Disbursed To Date	Actual Cost To Date
Major Class: 21					
OMB Object Class: 210					
OMB Subobject Class	\$13,625.00	\$1,085,349.83	\$877,832.30	\$831,185.11	\$1,105,544.04
Subtotal for OMB Object Class: 210	\$13,625.00	\$1,085,349.83	\$877,832.30	\$831,185.11	\$1,105,544.04
Subtotal for Major Class: 21	\$13,625.00	\$1,085,349.83	\$877,832.30	\$831,185.11	\$1,105,544.04
Report Total:	\$13,625.00	\$1,085,349.83	\$877,832.30	\$831,185.11	\$1,105,544.04

ACCOUNTING TRANSACTION REPORT

Depending on the selections made on the criteria screen, the Accounting Transaction Report may contain information on current accounting transactions; previously exported transactions or suspended transactions.

Accounting Transaction

FA: EDUC00

Site:

All Sites

OFF00

ONBASE00

FY: 2009

RC:

All RCs

AA

AB

BU

TM

OPTAR:

All OPTARs

01

03

07

08

Status:

All Status Codes

A - Current

B - Suspended

D - Cycle 1

E - Cycle 2

If the Status Code **Current** is selected, the report will display all transactions that are waiting to export in the next batch to STARS-FL. Selecting one of the **Cycles** will display transactions that were previously exported in the selected Cycle, and selecting **Suspended** will display all transactions that suspended between the Site and FA.

A sample report is shown below:

File: 10.010000 07.0000 0000 0000 0000										
FA: NCS000										
Site: 01 - NROTCU AUBURN UNIVERSITY										
RC: 00										
OPTAR: 01 - NROTCU AUBURN OPS										
Execution Code: 510										
SON	Create Date	Amend Num	Description	Control Batch #	Cycle	Part Cd	ACRM	JON	Quantity	Transaction Amount
NR10000000000000000000	08/11/09	00	LO OPS	20000000	A - Current	AA	00000000	00	1	\$0.00
NR10000000000000000000	08/11/09	00	LO OPS	20000000	A - Current	AA	00000000	00	1	\$0.00
NR10000000000000000000	08/11/09	00	LO OPS	20000000	A - Current	AA	00000000	00	1	\$0.00
NR10000000000000000000	08/11/09	00	LO OPS	20000000	A - Current	AA	00000000	00	1	\$0.00
NR10000000000000000000	08/11/09	00	LO OPS	20000000	A - Current	AA	00000000	00	1	\$0.00
NR10000000000000000000	08/11/09	00	LO OPS	20000000	A - Current	AA	00000000	00	1	\$0.00
NR10000000000000000000	08/11/09	00	LO OPS	20000000	A - Current	AA	00000000	00	1	\$0.00
NR10000000000000000000	08/11/09	00	LO OPS	20000000	A - Current	AA	00000000	00	1	\$0.00
Subtotal for Execution Code:										
Execution Code: 540										
SON	Create Date	Amend Num	Description	Control Batch #	Cycle	Part Cd	ACRM	JON	Quantity	Transaction Amount
NR10000000000000000000	08/11/09	00	LO OPS	20000000	A - Current	AA	00000000	00	1	\$1.00
NR10000000000000000000	08/11/09	00	LO OPS	20000000	A - Current	AA	00000000	00	1	\$0.00
NR10000000000000000000	08/11/09	00	LO OPS	20000000	A - Current	AA	00000000	00	1	\$0.00
NR10000000000000000000	08/11/09	00	LO OPS	20000000	A - Current	AA	00000000	00	1	\$0.00
NR10000000000000000000	08/11/09	00	LO OPS	20000000	A - Current	AA	00000000	00	1	\$0.00
NR10000000000000000000	08/11/09	00	LO OPS	20000000	A - Current	AA	00000000	00	1	\$0.00
NR10000000000000000000	08/11/09	00	LO OPS	20000000	A - Current	AA	00000000	00	1	\$0.00
NR10000000000000000000	08/11/09	00	LO OPS	20000000	A - Current	AA	00000000	00	1	\$0.00
NR10000000000000000000	08/11/09	00	LO OPS	20000000	A - Current	AA	00000000	00	1	\$0.00
NR10000000000000000000	08/11/09	00	LO OPS	20000000	A - Current	AA	00000000	00	1	\$0.00

ACCOUNTING BATCH - BY DATE

The Accounting Batch by Date report identifies batch files that have been exported to STARS-FL on the dates indicated on the Accounting Batch criteria screen as seen below in the From Date and To Date fields.

Accounting Batch

FA:

Site:

All Sites
OFF00
ONBASE00

FY:

RC:

All RCs
AA
AB
BU
TM

OPTAR:

All OPTARs
01
03
07
08

Batch ID:

All Batch IDs
20081980
20082730
20103070
20103071

From Date:

To Date:

Run Report

Run CSV Report

Run Excel Report

Close

Note: If selecting a batch ID, the first four digits are the year and the next three are the Julian date of the batch. There will be an extra digit on the end of the batch and it may be a zero or may be incremented if more than one batch was processed for that Julian date.

Accounting Batch Report - By Date to Stars																
FROM: FA:EDUCA AND FY:2009 AND BATCH ID IN (20081980)																
Date sent to Stars: 08/05/2009																
Execution Code: 523																
Time	Col	Batch ID	SEN	Amount	ACRIS	JCM	FY	Site	RC	OPTAR	SE	DOC	OPTAR Log	Contract	Quantity	Trans Amt
1		20081980	08/05/2009	00	AB	5000000000	09	14	01	01	01	200	000-101		0	\$400.00
1		20081980	08/05/2009	00	AA	5000000000	09	14	01	01	01	200	000-101		0	\$600.00
Submitted for Execution Code: 948																
Total for 08/05/2009																
																\$1,000.00

INITIATION DOCUMENTS

An **Initiation document** is created when a requirement is known but funding is not necessarily available at the time of creation. This document does not affect available funding and is not exported to STARS-FL. Since the document (as an Initiation) is not exported, it can be updated at any time and may also be changed from Initiation to Source. At that time, the document affects available funding and is exported to STARS-FL.

The option under Document Status Log entitled Initiation Documents provides a list of these Initiation documents. A sample report is shown below:

FASTDATA INITIATION DOCUMENTS

Filter: FA N350A, FY 2008, Direct/Retire = D

Site: 01

RC: 3A / OPTAR: 01 NROTCU AUBURN OPS

Document Number	AMND	ACRN	JCN	ONS E Class	ONS Sub Obj Class	Qty Initiated	Initiated Amount	Current Actual Cost	Projected Actual Cost	Date Created	OPTAR Log
NROTCUOPS01208	00	AA	002000100	G	202	1	\$1.00	\$0.00	\$1.00	05/15/2008	init
Subtotal for OPTAR: 01							\$1.00	\$0.00	\$1.00		
Subtotal for Site: 01							\$1.00	\$0.00	\$1.00		

Site: 03

RC: 3A / OPTAR: 03 SAT BUD DIRECT

Document Number	AMND	ACRN	JCN	ONS E Class	ONS Sub Obj Class	Qty Initiated	Initiated Amount	Current Actual Cost	Projected Actual Cost	Date Created	OPTAR Log
NROTCUOPS03078	00	AA	0020000100	G	202	1	\$1,000.00	\$0.00	\$1,000.00	07/15/2008	init
NROTCUOPS03080	00	AA	0020000100	G	202	0	\$450.00	\$0.00	\$450.00	07/15/2008	init
NROTCUOPS03079	00	AA	0020000100	Y	200	0	\$0.00	\$0.00	\$0.00	07/15/2008	init
NROTCUOPS03081	00	AA	0020000100	G	202	2	\$000.00	\$0.00	\$000.00	07/15/2008	init
NROTCUOPS03077	00	AA	0020000100	G	202	1	\$000.00	\$0.00	\$000.00	07/15/2008	init x20
NROTCUOPS03076	00	AA	0020000100	G	202	0	\$000.00	\$0.00	\$000.00	07/15/2008	init x20000
NROTCUOPS03097	00	AA	0020000100	T	200	1	\$0.00	\$0.00	\$0.00	07/15/2008	init x20
NROTCUOPS03096	00	AA	0020000100	T	200	1	\$000.00	\$0.00	\$000.00	07/15/2008	init
Subtotal for OPTAR: 03							\$0,000.00	\$0.00	\$0,000.00		
Subtotal for Site: 03							\$0,000.00	\$0.00	\$0,000.00		

Site: 04

RC: 3A / OPTAR: 04 NROTCU THE CITADEL

Document Number	AMND	ACRN	JCN	ONS E Class	ONS Sub Obj Class	Qty Initiated	Initiated Amount	Current Actual Cost	Projected Actual Cost	Date Created	OPTAR Log
NROTCUOPS04006	01	AA	0001000100	G	202	0	\$000.00	\$000.00	\$1,000.00	06/15/2008	initiate amendment
NROTCUOPS04007	00	AA	0001000100	G	202	1	\$200.00	\$0.00	\$200.00	06/15/2008	initiate to date
Subtotal for OPTAR: 04							\$100.00	\$000.00	\$1,200.00		
Subtotal for Site: 04							\$100.00	\$000.00	\$1,200.00		

Notice the field Projected Actual Cost. This is so labeled because the Initiation has not affected the OPTAR.

ADJUSTED OBLIGATIONS

This report is created for BUPERS activities only. It provides a listing of obligation reversals created by the Adjust Obligations procedure and is for a particular FA on a particular date.

If an invoice is different from the estimated commitment or obligation, DFAS pays as a partial expenditure, which leaves outstanding obligations in FASTDATA if the payment was less than the estimate. This also occurs when a discount was taken at the time of payment.

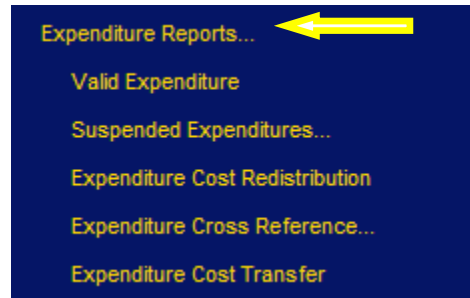
The process (an automated job that is only visible to BUPERS FA N3560A) reduces the amount of the obligation to that of the expenditure if a partial expenditure is received for a DD1348 or DD1348-6 and the obligation is \$100 or less over the amount of the expenditure. The report is generated with a listing of the adjusting transactions created when the job ran. Users will be able to run the report at any time and specify report criteria.

In summary, the process:

- Sets the obligation amount to the expenditure amount;
- Sets the expenditure to final;
- Reduces the JON cost by the amount of the difference;
- Generates a reversal obligation in the amount of the difference and
- Produces the Adjusted Obligations report. A sample report is shown below:

Adjusted Obligations Report						
File: FA N3560A, FY 2000						
RC: 3E	OPTAR: NG					
FY	Site	Document Number	Job Order	Obligation Amount	Expend Amount	Adjustment Amount
2000	07	N020000010004	00200072720	\$31.00	\$21.40	-\$9.60
RC: 3E	OPTAR: NJ					
FY	Site	Document Number	Job Order	Obligation Amount	Expend Amount	Adjustment Amount
2000	08	N0013000000000	00130072720	\$00.00	\$04.40	-\$10.00
2000	09	N0013000000014	00130072720	\$04.00	\$00.40	-\$4.20
RC: 3E	OPTAR: NL					
FY	Site	Document Number	Job Order	Obligation Amount	Expend Amount	Adjustment Amount
2000	11	N030000000001	00000072720	\$40.00	\$27.20	-\$12.80
RC: 3E	OPTAR: NN					
FY	Site	Document Number	Job Order	Obligation Amount	Expend Amount	Adjustment Amount
2000	13	N0221000000010	00210072720	\$10.00	\$0.04	-\$9.96
RC: 3E	OPTAR: NP					
FY	Site	Document Number	Job Order	Obligation Amount	Expend Amount	Adjustment Amount
2000	14	N0220400000010	00204072720	\$210.00	\$210.00	-\$0.00
RC: 3E	OPTAR: NJ					

EXPENDITURE REPORTS



VALID EXPENDITURE

The FA Valid Expenditure Report contains a list of valid expenditures awaiting export to the Sites and those expenditures that were exported during the last 5 cycles.



A sample report is shown below:

Current Valid Expenditure Report

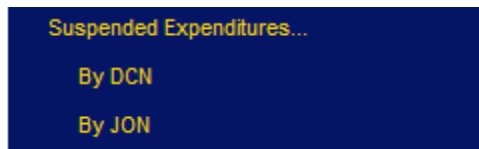
File: FA N0580A, FY 2009 AND SITE IN (03) AND STATUS CODE IN (A, C, D, E, F, G)

Site: 03
RC: 3A
OPTAR: 03

Line	Contract Number	ACRN	JO#	Exp	Elem	Status	OMB	Obj	Part	Qty	Expend	Accounting	Date
Col							Class	Code	Code	Received	Amount	Batch Num	Processed
010	N6322009RVD3031	AA	63220003100	Q	C - Cycle 1	200	F			00000	\$47.00	STAR907275	07/27/2009 14:31:38
010	N6322009RVD3005	AA	63220003100	Q	C - Cycle 1	290	F			00000	\$126.00	STAR907275	07/27/2009 14:31:38
010	N6322009TOLK1US	EA	63220003100	E	C - Cycle 1	210	F			00000	\$847.00	STAR907275	07/27/2009 14:31:39
010	N6322009TOLK8PY	EA	63220003100	E	C - Cycle 1	210	F			00000	\$1,780.11	STAR907275	07/27/2009 14:31:39
010	N6322009430417	EA	63220003100	T	C - Cycle 1	280	F			00000	\$85.00	STAR907275	07/27/2009 14:31:39
010	N6322009430407	EA	63220003100	T	C - Cycle 1	280	F			00000	\$37.00	STAR907275	07/27/2009 14:31:39
Subtotal for OPTAR: 03											\$2,833.11		
Subtotal for RC: 3A											\$2,833.11		
Subtotal for Site: 03											\$2,833.11		
Subtotal for N0580A											\$2,833.11		

SUSPENDED EXPENDITURES

The Suspended Expenditures Report lists expenditures that were suspended either during the expenditure import from the official accounting system or suspended manually. It may be sorted by DCN or by JON as shown below:



The FA can select All Sites or narrow its search to one, and can filter by RC, OPTAR and Error Code/Suspension Reason. Sample reports are shown below:

Suspended Expenditures Report By DCN

Filter: FA N3581A AND FY 2007

Site	RC	OPTAR	Exe Cd	DCN	ACRN	JON	E	DOC Voucher	Part	Qty Reevd	Expend Amount	Create Date	Extrst Date	Process Date	Suspension Reason	
			610	N3581A07CCMDL06	AA	3581A7INVAL	T	260	Z071106	0	00001	\$18.00	11/06/2007	11/07/2007	11/17/2007	Invalid Job Order Number
			610	N3581A07CCMMMXD	AA	3581A7INVAL	T	260	Z071106	0	00001	\$2.00	11/06/2007	11/07/2007	11/17/2007	Invalid Job Order Number
			610	N3581A07CCMMMXD	AA	3581A7INVAL	T	260	Z071106	0	00001	\$2.00	11/06/2007	11/07/2007	11/29/2007	Invalid Job Order Number
	NO	ME	610	N3581A07TOR463L	AA	3581A7DME01	E	210	D071003	0	00000	\$10.00	11/06/2007	11/06/2007	11/17/2007	Invalid Job Order Number
			610	N3581A07WRMDL06	AA	3581A7INVAL	Q	262	D071102	0	00000	\$17.00	11/07/2007	11/07/2007	11/17/2007	Invalid Job Order Number
			610	N3581A07WRMH141	AA	3581A7INVAL	Q	262	D071102	0	00000	\$1.00	11/07/2007	11/07/2007	11/17/2007	Invalid Job Order Number
	NO	SA	610	N3581A07WRMH147	AA	3581A7DSAD1	Q	263	D071031	0	00000	\$12.00	11/06/2007	11/06/2007	11/17/2007	Z - Corrected (FA)
Grand Total:											\$82.00					

Suspended Expenditures Report By JON

Filter: FA N3581A AND FY 2007

JON: 3581A7DME01

JON: 3581A7DME01															
Site	RC	OPTAR	Exeo Cd	DCN	ACRN	E E	DOC	Voucher	Part	Qty Reev	Expend Amt	Create Date	Extraoit Date	Process Date	Suspension Reason
	NO	ME	610	N3581A07TOR463L	AA	E	210	D071003	C	00000	\$10.00	11/06/2007	11/06/2007	11/17/2007	Invalid Job Order Number
Subtotal for JON 3581A7DME01:											\$10.00				
JON: 3581A7DSAD1															
Site	RC	OPTAR	Exeo Cd	DCN	ACRN	E E	DOC	Voucher	Part	Qty Reev	Expend Amt	Create Date	Extraoit Date	Process Date	Suspension Reason
	NO	SA	610	N3581A07WRMH147	AA	Q	263	D071031	C	00000	\$12.00	11/06/2007	11/06/2007	11/17/2007	Z - Corrected (FA)
Subtotal for JON 3581A7DSAD1:											\$12.00				
JON: 3581A7INVAL															
Site	RC	OPTAR	Exeo Cd	DCN	ACRN	E E	DOC	Voucher	Part	Qty Reev	Expend Amt	Create Date	Extraoit Date	Process Date	Suspension Reason
			610	N3581A07WRMH141	AA	Q	262	D071102	C	00000	\$1.00	11/07/2007	11/07/2007	11/17/2007	Invalid Job Order Number
			610	N3581A07CCMMMXD	AA	T	260	Z071106	C	00001	\$2.00	11/06/2007	11/07/2007	11/29/2007	Invalid Job Order Number
			610	N3581A07WRMDL06	AA	Q	262	D071102	C	00000	\$17.00	11/07/2007	11/07/2007	11/17/2007	Invalid Job Order Number
			610	N3581A07CCMDL06	AA	T	260	Z071106	C	00001	\$18.00	11/06/2007	11/07/2007	11/17/2007	Invalid Job Order Number
			610	N3581A07CCMMMXD	AA	T	260	Z071106	C	00001	\$2.00	11/06/2007	11/07/2007	11/17/2007	Invalid Job Order Number
Subtotal for JON 3581A7INVAL:											\$40.00				
Report Total:											\$82.00				

EXPENDITURE COST REDISTRIBUTION

This report provides a listing of “From” and “To” information pertaining to each Cost Redistribution action by the unique batch/control number.

Expenditures are selected from the “From” listings on the left side of the Expenditure Cost Redistribution screen. Redistribution targets are selected from the “To” listings on the right side of the screen.

Expenditure Cost Redistribution

FA:

FY:

Limit to:

Batch ID:

Site:

From DCN:

To DCN:

From JON:

To JON:

From RC:

To RC:

From OPTAR:

To OPTAR:

Expenditure Cost Redistribution Audit Report

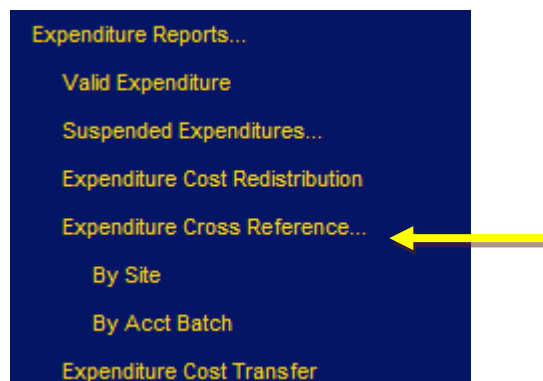
File: FA N62841

From DCN: N0001ABBT0N1223

FROM								TO								Site	Distribution	
ACRN	JON	Qty	Amount	Prt	RC	OPTAR	Site	DCN	ACRN	JON	Qty	Amount	Prt	RC	OPTAR	Site	Batch	Type
AA	381ACDV12	2	\$498.00	F	NO	N1	GA	N0001ABBT0000	AA	381ACDV12	2	\$498.00	F	NO	T1	GA	T2483	Site Cost Redistrib
DCN Subtotal:																		
From DCN: N0001ABBT0N1223																		
FROM								TO								Site	Distribution	
ACRN	JON	Qty	Amount	Prt	RC	OPTAR	Site	DCN	ACRN	JON	Qty	Amount	Prt	RC	OPTAR	Site	Batch	Type
AA	381ACDV12	2	\$30.86	F	NO	N1	GA	N0001ABBT0000	AA	381ACDV12	2	\$30.86	F	NO	T1	GA	T2483	Site Cost Redistrib
DCN Subtotal:																		
From DCN: N0001ABBT0N1224																		
FROM								TO								Site	Distribution	
ACRN	JON	Qty	Amount	Prt	RC	OPTAR	Site	DCN	ACRN	JON	Qty	Amount	Prt	RC	OPTAR	Site	Batch	Type
AA	381ACDV12	2	\$181.00	F	NO	N1	GA	N0001ABBT0000	AA	381ACDV12	2	\$181.00	F	NO	T1	GA	T2483	Site Cost Redistrib
DCN Subtotal:																		

EXPENDITURE CROSS REFERENCE

This report can be requested by Site or by Accounting Batch.



BY SITE

This report provides, by Site, a list of all imported STARS-FL expenditure batch files and cross-references these expenditures to the receiving Site.

Expenditure Cross Reference Report - By Site

FA: N3560A

FY: 2009

Filter FA: N3560A, FY: 2009

Site: 83

Batch ID	Acct Expense Count	Amount Paid/Collected	Date Received By FA	Date Created	Site Report Count	Site Amount Paid/Collected	Date Sent to Site
8216	1	\$17.81	00/07/2008	08/07/2008	1	\$17.81	
STAR907028	6	\$3,373.11	01/07/2009	01/07/2009	6	\$3,255.11	01/27/2009
Subtotal for Site:						\$3,329.32	
Total for Report:						\$71,857.83	

Site: 20

Batch ID	Acct Expense Count	Amount Paid/Collected	Date Received By FA	Date Created	Site Report Count	Site Amount Paid/Collected	Date Sent to Site
STAR907027	28	\$4,203.89	01/27/2009	01/18/2009	4	\$778.00	01/27/2009
STAR907012	27	\$3,361.40	01/27/2009	01/18/2009	4	\$622.00	01/27/2009
STAR907023	28	\$8,143.00	01/27/2009	01/18/2009	4	\$748.00	01/27/2009
STAR907024	28	\$8,745.80	01/27/2009	01/18/2009	4	\$748.00	01/27/2009
Subtotal for Site:						\$3,798.89	
Total for Report:						\$71,857.83	

A listing of cost transfers performed by the FA is available on the Expenditure Cost Transfer report. The criteria screen looks similar to the one below, on which the user may choose to run the report for a specific cost transfer or for all transfers completed by the FA.

A sample report is shown below. Notice the break separating the left side (Transfer From) from the right side (Transfer To).

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RECALCULATE COST LOG REPORT

This report provides the results of each nightly run originated by turning on the Automated job entitled “Recalculate Obligations in Non-Peak Hours.” This report is available at both the FA and Site.

Select Reports, Recalculate Cost Log Report from the menu. After entering your desired criteria, select Run Report

A sample is provided below:

Filter: FA = N00621 AND FY = 2010 AND SITE IN ('07')

Site Site ID Recalculate Obligations Results for Last Datetime Executed

All Job Order obligation amounts are in balance.

Site 07 Recalculate Obligations Results for 4/22/2009 7:54:20

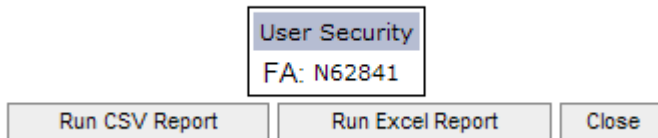
JON 08988960A1T obligated non-labor amount 88,587.51 has been adjusted to 88,412.51 for a total adjustment of -175.

PROCUREMENT DATA (SPS) REPORT

This report is available at both the FA and Site and will include a list of documents sent to the Standard Procurement System (SPS) and documents ready to be sent. Initiations will not be reported. See Appendix E for more details.

USER SECURITY

The User Security report provides security access information for the Site and FA users associated with the FA for the current FASTDATA session. From this report, the FA can determine to which capabilities each user has access and the group(s) to which the user is assigned. Only available in CSV and EXCEL.



PURGED SUSPENDED TRANSACTIONS/EXPENDITURES

The upper level users, MC, CC and RM have the capability to Purge Suspended Transaction and / or Expenditures for any FA while performing year end close. The report will consist of two sections, Suspended Transactions and Suspended Expenditures. The FA can view the purged data via this report.

Purged Suspended Transactions and Expenditures

FA:
FY:

Run Report

Run CSV Report

Run Excel Report

Close

Report sample:

Purged Suspended Transactions / Expenditures Report

Filter: Suspended Transactions for FA UIC01

Site ID	Batch ID	Ex Cd	DCN	ACRN	JON	EE	DOC	Amount	Qty	P/F	Suspension Reason
Transaction 6	20113393	540	N0016110TG05954	AA	0016108FA67	Q	252	\$350.00		T	CORRECT IN STARS
Transaction FI	20113392	540	N0016111MD02100	AA	0016111DJA60	Q	252	(\$20,085.00)		T	CORRECT IN STARS

Purged Suspended Transactions / Expenditures Report

Filter: Suspended Expenditures for FA UIC01

Site ID	Batch ID	DCN	ACRN	JON	EE	DOC	Amount	Qty	P/F	Suspension Type
Expend 6	STAR111071	N0016111CORRECT	AA	0016111BEMA2	E	210	\$918.10	00001	C	JON Mismatch for DCN/ACRN
Expend 29	STAR101071	N0016111CORRECT	AA	0016111BE702	U	111	\$10,657.03		C	Labor/Non-labor Mismatch for Expense Element/Document Type
Expend 29	STAR101071	N0016111CORRECT	AA	0016111BE702	U	111	(\$10,657.03)		C	Labor/Non-labor Mismatch for Expense Element/Document Type

FILE MANAGER

File Manager on the FA Menu bar is new in FASTDATA Web and is used to:

- Manage the files being imported and exported from the database
- Maintain the suspended travel, B1 files, DTS, and MPC credit card files.

The file types and descriptions that can be managed in this file manager include:

File Name	Description
AH10	STARS-FL Expenditure Import
AH10 MANUAL	Manual Expenditure Import
AJ10	STARS-FL Job Order Import
AJ10_INVALIDJO	Invalid JONs Feedback Report from STARS-FL
AJ10_VALJO	Valid JONs Feedback Report from STARS-FL
ASCII	ASCII Text
B1_DTS	DTS Import From STARS-FL
B1_FUELCHIT	External B1 MILSTRIP Fuel Chit
B1_MPC	Military Purchase Card
B1_STA00	Accounting Transactions to STARS-FL
B1_STANDARD	External B1 Standard
B1_TRAVEL	External B1 Travel
B4_IN	Job Order Transfer to STARS-FL
BUD_IN	Budget Builder Import
BUD_OUT	Budget Builder Export
COST REDIST	Send Cost Redistribution batch to STARS-FL
CRCT_INVALID	Invalid Cost Transfer Report from STARS-FL
CRCT_VALID	Valid Cost Transfer Report from STARS-FL
FI10	STARS-FL Job Order Export
MPX	Financial Framework Import
OPTAR_AUTH	010 and 121 Authorizations
PR-SPS	SPS Purchase Request (511R)
RC_FUNDS	110 Authorizations
STARS_RECON	Reconciliation Inbound
UADPS	UADPS Export

The menu options for File Manager are shown below and are discussed on the following pages.



FILE REGISTRATION DISPLAY

File Registration Display lists all file types that have been approved for processing in or out of the FASTDATA database. If the user needs to import a file type that is unique to his activity, he may call the DBA and request registration.

Selection of this menu option reveals a screen similar to:

File Registration Summary - Search Criteria			
FA: 974404	Site:	ALL SITES	<input type="button" value="Search"/>

File Registration Summary - Inbound Files			
Details	Site	File Type Name	File Type Description
	IR	B1_TRAVEL	Manual File Import
	IR	B1_STANDARD	Manual File Import
	IR	B1_FUELCHIT	Manual File Import
		BUD_IN	BUD Import Authorizations
		BUD_IN	BUD Import Optars
		B1_DTS	DTS Inbound B1
		AH10	Receive Expenditures from STARS-FL.
		B1_STANDARD	External B1 Inbound
		CRCT_INVALID	Invalid CRCTs Report
		AJ10_INVALIDJO	Invalid JONs Report
		FI10	JON Import
		B1_MPC	MPC Inbound B1
		B1_TRAVEL	Manual File Import
		B1_STANDARD	Manual File Import
		B1_FUELCHIT	Manual File Import
		ASCI	PLACEHOLDER FOR WHEN OTHERS EXCEPTION
		STARS_RECON	Perform Reconciliation
		AJ10_VALJO	Valid JONs Report

File Registration Summary - Outbound Files			
Details	Site	File Type Name	File Type Description
	CY	UADPS	UADPS Export from Site
		B1_STA00	Send accounting batch to STARS-FL
		BUD_OUT	BUD Export Authorizations
		BUD_OUT	BUD Export Job Orders
		COST_REDIST	Send Cost Redistribution Batch to STARS-FL.
		AJ10	JON Export
		OPTAR_AUTH	Send OPTAR Authorizations (010, 121) to STARS-FL.
		RC_FUNDS	Send RC Funds Authorizations (110) to STARS-FL.

The top section of the screen, Search, allows a search based on a particular Site. The Sites associated with the FA are listed in the dropdown menu. The default selection is All Sites. Click Search to produce the desired criteria. The FA role performing the search is also identified here.

The two File Registration Summary sections provide a summary of Inbound Files and Outbound Files. The summary includes the Site associated with the file, the File Type Name and a description of the file. The FA has the option to view/modify file information by clicking the Details icon.

Selecting the Detail button of a file will open the File Registration – Inbound or Outbound File Details screen providing specific information about the selected file type, including additional information such as the Effective Date when FASTDATA will start processing the new files, an Ineffective Date that may contain a date for terminating processing of a file and Point of Contact information for a particular file.

File Registration - Inbound File Details

FA: 974404

Site: ALL SITES

File Type Name:

B1_FUELCHIT

Physical File Name:

Manual_B1

File Type Description:

Manual File Import

Effective Date:

Ineffective Date:

Point of Contact

	Name	Org	E-mail	Telephone
Primary:				
Secondary:				

Close

AUTOMATED JOBS

At the FA level, scheduling is used to import and export interfacing system files, as well as transmission of files between the FA and Site. This process is controlled through Automated Jobs found under File Manager.

A partial, sample screen is shown below:

Automated Jobs Maintenance					
Active	Description	Latest Date/Time Executed	Interval Type	Scheduled Run Time	Minute Interval
N	Perform reconciliation.	-Never-	MN	0:00	5.0
N	Process Financial Framework Upload.	-Never-	MN	0:00	5.0
N	Process MPC Transactions.	-Never-	MN	0:00	5.0
N	Recalculate Obligations In Non-Peak Hours.	12/18/2012 20:13:03	NPH	0:00	0.0
N	Receive St Fuel transactions from External Source.	-Never-	MN	0:00	5.0
N	Receive CRTs that failed STARS-FL validation (INVALID).	-Never-	MN	0:00	30.0
N	Receive CRTs that passed STARS-FL validation (VALID).	-Never-	MN	0:00	30.0
N	Receive DTS transactions from STARS-FL.	09/25/2012 23:51:25	MN	0:00	180.0
N	Receive Expenditure Returns from the Site(s).	-Never-	MN	0:00	30.0
N	Receive Expenditures from STARS-FL.	10/03/2012 21:11:52	MN	0:00	15.0
N	Receive JONs from STARS-FL.	-Never-	MN	0:00	5.0
Y	Receive JONs that failed STARS-FL validation (INVALID).	-Never-	MN	0:00	5.0
N	Receive JONs that passed STARS-FL validation (VALID).	-Never-	MN	0:00	5.0
N	Receive accounting transactions from the Site(s).	11/15/2012 13:17:52	MN	0:00	30.0
N	Receive cost corrections from the Site(s).	-Never-	MN	0:00	20.0
N	Receive cost redistributions from the Site(s).	12/19/2011 09:16:05	MN	0:00	20.0
N	Release Financial Framework to Site(s).	12/18/2012 16:20:42	MN	0:00	5.0
N	Release Outyear Financial Framework to Site(s).	12/18/2012 16:21:06	MN	0:00	15.0
N	Send Accounting Batch to STARS-FL.	10/04/2012 13:40:08	MN	0:00	30.0
N	Send Cost Redistribution Batch to STARS-FL.	-Never-	MN	0:00	40.0
Y	Send JONs to STARS-FL.	12/26/2012 08:03:12	MN	0:00	5.0

Columns on the screen above are used as follows:

Active - Allows selection of Y or N (Yes or No) to activate the automatic process.

Description – A description of the automated process available for selection.

Latest Date/Time Executed – Displays the last time the database performed the process.

Interval Type - MN (Minutes) – If selected, this must be at least 5 minutes and less than 1441 minutes. DLY (Daily) is available for select processes .

Scheduled Run Time – A particular time the FA wishes the process to run.

Minute Intervals – The amount of minutes the FA wishes to set the process to run.

[See Appendix C for a description of each Automated Job.](#)

FILE INVENTORY

All incoming/outgoing files processed by the Interface File Management (IFM) system can be viewed in the FASTDATA application via File Inventory.



Selection of File Inventory results in a screen similar to:

Search for Files

Filter

File Type: Status: Site: Inbound/Outbound:

From: To:

Physical File Search: Source External System: Sort Order:

Record Search:

Ascending ☐ Descending ☒

Results

PAGE: 1

Select	File Type (click to view)	Physical File Name	Datetime Received into Raw Data	Status	Datetime Processed into FASTDATA	Source External System	Inbound/ Outbound	Site	Transaction Amount	Record Count
<input type="checkbox"/>	AH10 STARS-PL Expenditure Import	AH10_N62841-20121003-205124.2012-10-03-20-51-24.2012-10-03-20-56-50	10/03/2012 20:56:50	PRCSD	10/03/2012 21:31:56		Inbound	80	\$19.98	1
<input type="checkbox"/>	B1_STA00 Accounting Transactions to STARS-PL STA00		10/03/2012 13:38:13	PRCSD	10/03/2012 13:38:13		Outbound		\$0.00	4
<input type="checkbox"/>	B1_STA00 Accounting Transactions to STARS-PL STA00		10/03/2012 10:08:12	PRCSD	10/03/2012 10:08:12		Outbound		\$501.27	2
<input type="checkbox"/>	B1_STA00 Accounting Transactions to STARS-PL STA00		10/03/2012 09:08:11	PRCSD	10/03/2012 09:08:11		Outbound		\$19.98	1
<input type="checkbox"/>	AH10 STARS-PL Expenditure Import	AH10_N62841-20121002-210042.2012-10-02-21-00-42.2012-10-02-21-03-24	10/02/2012 21:03:25	PRCSD	10/02/2012 21:38:33		Inbound	80	\$121,099.93	25
<input type="checkbox"/>	B1_STA00 Accounting Transactions to STARS-PL STA00		10/01/2012 14:59:08	PRCSD	10/01/2012 14:59:08		Outbound		\$34.65	2
<input type="checkbox"/>	B1_STA00 Accounting Transactions to STARS-PL STA00		10/01/2012 14:29:08	PRCSD	10/01/2012 14:29:08		Outbound		(\$57.69)	1
<input type="checkbox"/>	B1_STA00 Accounting Transactions to STARS-PL STA00		10/01/2012 11:29:03	PRCSD	10/01/2012 11:29:03		Outbound		\$272,962.00	1

The Filter section at the top offers many options for searching for files. The user can filter by various choices. Clicking Filter will result in a list of the files in the Results section meeting the stated criteria. For example, selecting a File Type Name of B1_DTS – DTS Import from STARS-FL and clicking Filter would result in a list of all B1_DTS files within the Date Range.

See File Registration Display for list of incoming and outgoing files.

File Statuses:

INIT	Initial
UNPRC	Unprocessed
VALID	Valid
DELED	Marked for Deletion
CMPLT	Complete
PRCSD	Processed
ERBFV	Error in Processing
INEFF	Ineffective date detected

Other options available in the Filter section include:

- **Site** - Select a Site from the dropdown list.
- **Inbound/Outbound** - Select either Inbound or Outbound.
- **Date Received** - The date range the file was received in Raw Data. Defaults to last 14 days, but may be changed up to 120 days. To view a file received on a specific day, both the From and TO must be the same date. If the users wants all files for a date range greater than 120 days, multiple queries must be submitted.
- **Physical File Search** – Enter the actual file name or partial name with wild card *.
- **Source External System** - To view files from a specific external system, select the system from the dropdown list. This field is populated when files are brought in or sent out.
- **Sort Order** - Files may be sorted by file elements in drop down list.
- **Record Search** – Enter an actual data string within a file. Do not use wild card for the application will consider it as part of the search string.
- **Ascending/Descending** - Sets your sort order in either Ascending or Descending order.

Select the **Filter** button to initiate your search.

The files that will show up when filtered can be Incoming or Outgoing Files.

Results

PAGE: 1

Select	File Type (click to view)	Physical File Name
<input type="checkbox"/>	AH10 STARS-FL Expenditure Import	AH10_N62841-20121003-205124.2012-10-03-20-51-24.2012-10-03-20-56-50
<input type="checkbox"/>	B1_STA00 Accounting Transactions to STARS-FL STA00	
<input type="checkbox"/>	B1_STA00 Accounting Transactions to STARS-FL STA00	
<input type="checkbox"/>	B1_STA00 Accounting Transactions to STARS-FL STA00	
<input type="checkbox"/>	AH10 STARS-FL Expenditure Import	AH10_N62841-20121002-210042.2012-10-02-21-00-42.2012-10-02-21-03-24
<input type="checkbox"/>	B1_STA00 Accounting Transactions to STARS-FL STA00	
<input type="checkbox"/>	B1_STA00 Accounting Transactions to STARS-FL STA00	
<input type="checkbox"/>	B1_STA00 Accounting Transactions to STARS-FL STA00	

Datetime Received into Raw Data	Status	Datetime Processed into FASTDATA	Source External System	Inbound/Outbound	Site	Transaction Amount	Record Count
10/03/2012 20:56:50	PRCSD	10/03/2012 21:31:56		Inbound	80	\$19.98	1
10/03/2012 13:38:13	PRCSD	10/03/2012 13:38:13		Outbound		\$0.00	4
10/03/2012 10:08:12	PRCSD	10/03/2012 10:08:12		Outbound		\$501.27	2
10/03/2012 09:08:11	PRCSD	10/03/2012 09:08:11		Outbound		\$19.98	1
10/02/2012 21:03:25	PRCSD	10/02/2012 21:38:33		Inbound	80	\$121,099.93	25
10/01/2012 14:59:08	PRCSD	10/01/2012 14:59:08		Outbound		\$34.65	2
10/01/2012 14:29:08	PRCSD	10/01/2012 14:29:08		Outbound		(\$57.69)	1
10/01/2012 11:29:03	PRCSD	10/01/2012 11:29:03		Outbound		\$272,962.00	1

Columns in the Inventory Results Section:

- **Select** – Check box to select file for other functions.
- **File Type** - The file name and description. Select it to view the raw data.
- **Physical File Name** – Actual file name of incoming or outgoing file.
- **Date/Time Received into Raw Data** - The date and exact time the file was received in raw data.
- **Status** - File Status as identified above.
- **Date/Time Processed into FASTDATA** - The date and time the file was processed in FASTDATA.
- **Source External System** - The external system that generated the file. Manually created files can enter this information in positions 4 thru 8.
- **Inbound/Outbound** – An indication as to whether the file was Inbound or Outbound.
- **Site** - The Site associated with the file.
- **Transaction Amount** - The cumulative dollar amount of all the records in the file.
- **Record Count** - The number of records in the file.

To view the contents of a file, click on the **File Type Name**. The raw data will display.

Raw Data

File Name: proc_DTS_O68389-20100106-020208.2010-01-06-02-02-08
 Date/Time: 2010-01-06 02:02:17.0
 Status: UNPRC
 Type: B1_DTS
 FA: 974404

Search Criteria

Record # From:
 Record # To:
 Keyword/pattern:

Results

Rec	10	20	30	40	50	60	70	80	90
1	B1	DTS	TN6838909	TOWB0VHAA	652999IRE2	6E00000120	525540DC		
2	B1	DTS	QN6838909	TOWB0VHAA	652999IRE2	6E00000154	235510CC		

Search Close

In the raw data of the **DTS file**, SPS in positions 4-6 appears. This is the contract data from the Standard Procurement System (SPS). SPS obligation transactions are typically against NC2726s, but obligations for any contractible document will be considered.

This would take the place of using the contract process to move the CM to AO. Since SPS already posts to STARS-FL, it will bring in the same obligation data that is already posted in STARS-FL.

The following rules will apply to the incoming obligations:

Incoming 540N	Finds existing 915	Produces final contract
Incoming 540N	No existing document	Generates 540
Incoming 540L	Finds existing 915	Produces partial contract
Incoming 540T	Finds existing document	Processes as 540L
Incoming 540N	Finds existing 540	DOUBLE OBLIGATES!

If a subsequent 540N, 540L or 540T is received through the SPS interface citing a different contract than on the original 540, FASTDATA shall overwrite the existing contract information on the ACRN record.

When a DTS 510 is imported against a final non-preceded expenditure, the expenditure partial code will be set to "P" and the expenditure final count to "0". Remarks will appear in the Transaction Description column of the Transaction History report as "The Final Expenditure was changed to Partial."

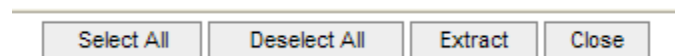
In the STARS-FL **Expenditure Import file**, the raw date will display the Labor Expenditures. The document numbers that will post to your database will reflect "LB" labor, "OT" fringe, "FG" fringe in positions 9-10 of the document number created. These will post the labor expenditures.

NOTE: The FA and Site now have access to the incoming files and will be able to see the files that have errors on them. The STATUS code will show UNPRC or possibly ERBFV as seen above. The reason for the invalid transactions will be displayed and the FA or Site can fix the problem and REPROCESS.

Both the FA and the Site have visibility of all its suspended transactions for DTS/SPS under the **Maintain External Suspended Transactions** process; and both can reprocess after the correction is made (FA adds/releases JON, etc.) This section will be covered in the next group below.

For **MPC**, currently only the FA has visibility for Invalid JON errors; therefore, the FA would have to add the missing JON, release to the Site, and then REPROCESS.

Buttons for File Inventory:



Select All – Places a check in each file listed in results.

Deselect All – Removes all checks listed in results.

Extract – Creates a text file for the selected files for the user to save. Only one file type can be saved. If multiple files are selected, it will save as one file in order by individual files. The user can then manipulate the data using other software.

Close – Returns user to the menu.

SELECT RCS FOR JON EXPORT

This function allows the FA to select specific RCs in which new or edited JONs have been processed. These would be JONs eligible for export to STARS-FL.



A screen that lists all the RCs and their respective Appropriation data displays. Set the option for each RC's JON Export Mode to Manual or Automatic.

The screenshot shows a web application window titled 'Select RCs for JON Export'. It features a table with the following columns: 'Export Mode', 'Select', 'Select Year', 'RC', 'Appropriation', 'Sub Head', 'BCN', 'SA OS', and 'System Code'. The table lists four RCs: AM, AV, KK, and LJ. Each row has a dropdown menu for 'Export Mode' (currently set to 'Manual') and a checkbox for 'Select'. A red arrow points to the 'Manual' dropdown menu. The 'System Code' column contains text descriptions for each RC.

Export Mode	Select	Select Year	RC	Appropriation	Sub Head	BCN	SA OS	System Code
Manual	<input type="checkbox"/>		AM	1701804	LJ01	65322	0	1 - RWS Operations (O&MN and DBOF funding) FASTDATA
Manual	<input type="checkbox"/>		AV	1701804	LJ01	65322	0	1 - RWS Operations (O&MN and DBOF funding) FASTDATA
Manual	<input type="checkbox"/>		KK	1701319	3454	80433	0	5 - Research, Development, Test and Evaluation FASTDATA
Manual	<input type="checkbox"/>		LJ	1701453	3219	99887	0	4 - MPI Accounting FASTDATA

Choose Manual by putting a checkmark in the Select box, eligible JONs from the selected RCs will be exported to STARS-FL the next time the FA runs the automated job entitled “Send JONs to STARS-FL.” Return to this screen each time to export JONs and select the RCs with JONs ready for export.

Select Automatic, the desired years must also be chosen from the drop list. Selecting Automatic will eliminate the need to return to this screen each time to export JONs to STARS. For the RCs marked as Automatic, the eligible JONs will export each time the automated job “Send JONs to STARS-FL” is activated.

If all RCs have JONs, then SELECT ALL. Select OK and close to exit. These JONs will export to STARS-FL if the Automated Process is set to Y and should go every 5 minutes. This is new in the Web as it is no longer a nightly batch process to get the new JONs to STARS-FL.

When selected, a box will appear advising the FA what JONs will be exported.

JON	JON Description	Appn. Type	Status
632209MPNXX	test jon error	MPN	New (In Error)
632209TDR7A	UCLA ISS REPLACE	MPN	New (In Error)

Close Back

Select Close. If the wrong RC was selected, a message displays stating no JONs are available to export. Select Back to return to the Selection screen and Select the correct RC.

Note: When JON Invalid files are processed, in addition to changing the error status, FASTDATA will also set the “Export to STARS” indicator to “No” to prevent JONs in error status from exporting over and over if the Automatic JON Export is being used. The JON will export when the user corrects the error and sets the “Export to STARS” back to “Y.”

FILE MANUAL EXPORT (BUD)

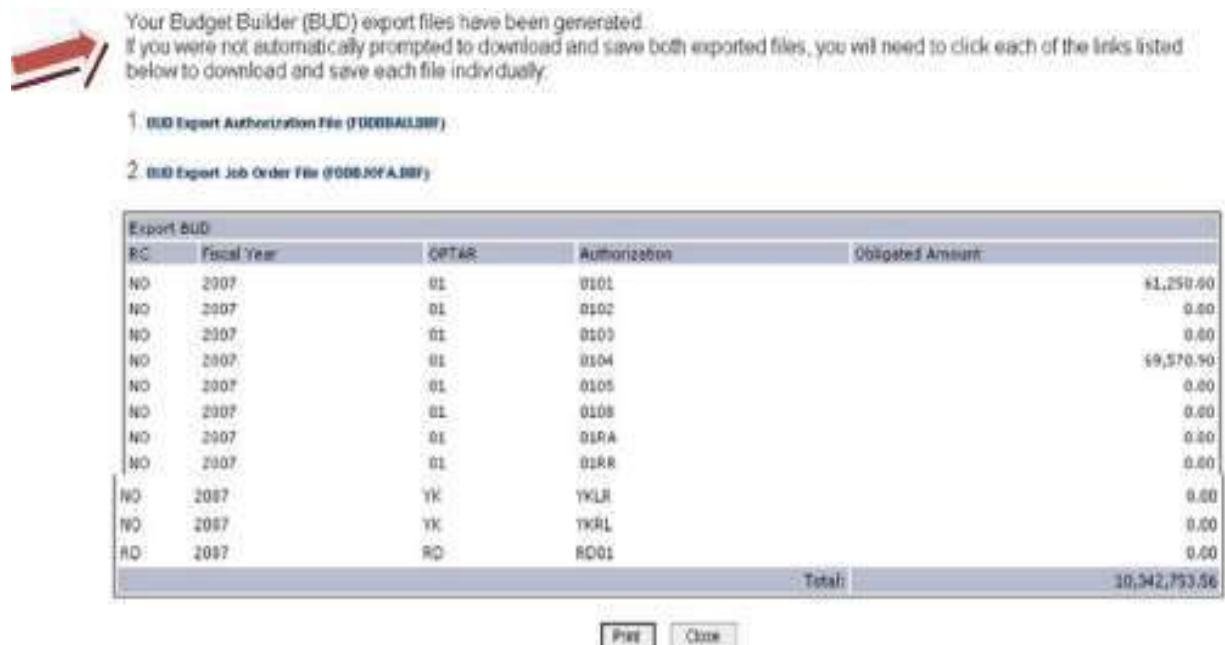


For those RCs that chose a Budget System identifier of “BUD”, the FA uses File Manual Export (BUD) to build two files to be sent to the Budget Builder System. The first file will send the authorization obligation dollars and the second sends JON data and job costs.



Select the EXPORT button. If there are no BUD records available, the system will return:

No Budget Builder (BUD) data is available for export for the current FA/FY combination.
If BUD files are available, the system will return:

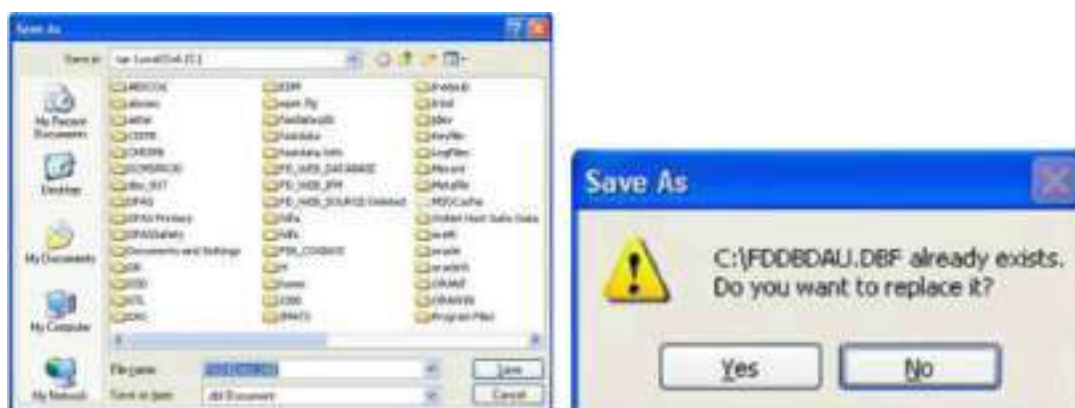


Notice the message at the top of the screen. The two BUD files created are shown at the top of the screen also. The bottom of the screen will display a button to PRINT and Close.

- a. Select the BUD Export Authorization File (FDDBDALU.DBF). FASTDATA prompts the user to save the file.



- b. Identify the drive/folder where the data file will be stored. If a previous file of that name exist, (i.e. from a previous BUD export download) the application will prompt to replace it or rename it.



- c. Select the BUD Export Job Order File (FDDBJOFA.DBF). Prompt to save the file.



- d. Select Save and identify the drive/folder the data will be saved in. If a file of the same name exists, (i.e. the previous FDBJOFA.DBF file), a message displays to replace it, Select Yes.



- e. Select the Print button at the bottom of Export BUD page to view the BUD Export Report.

FASTDATA BUD Export

FA: N3561A

RC	FY	OPTAR	AUTH	OBLIGATED AMOUNT
NO	2007	01	0301	\$61,258.00
NO	2007	01	0102	\$0.00
NO	2007	01	0103	\$0.00
NO	2007	01	0104	\$69,578.95
NO	2007	01	0105	\$0.00
NO	2007	01	0106	\$0.00
NO	2007	01	010A	\$0.00
NO	2007	01	010R	\$0.00
NO	2007	01	01RV	\$0.00
NO	2007	02	0201	\$0.00
NO	2007	02	0202	\$0.00
NO	2007	02	0203	\$0.00
NO	2007	02	0204	\$0.00
NO	2007	02	0205	\$0.00
NO	2007	02	0206	\$0.00
NO	2007	02	020A	\$0.00
NO	2007	02	020R	\$0.00
NO	2007	02	02RV	\$0.00
NO	2007	03	0301	\$0.00
NO	2007	03	0302	\$0.00
NO	2007	03	0303	\$0.00
NO	2007	03	0304	\$9,608.62
NO	2007	03	0305	\$0.00
NO	2007	03	0306	\$0.00
NO	2007	03	030A	\$0.00
NO	2007	03	030R	\$0.00

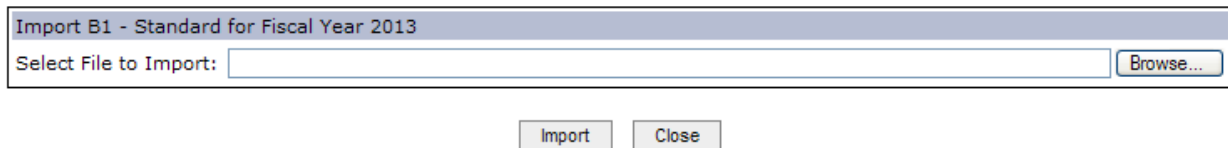
FILE MANUAL UPLOAD

File Manual Upload – B1

B1 formatted records are uploaded from the user's local drive to the raw data table and the appropriate stored procedures validate and process the raw data.



When the FA selects File Manual Upload-B1 to manually load a file; the following screen appears:



Click Browse to locate the desired File. Once the file name appears in the Select File to Import block, select IMPORT.

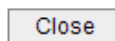
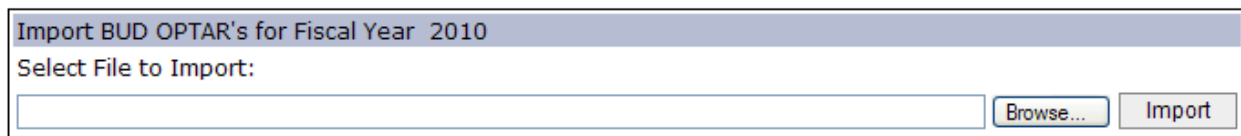
The data file is checked against the database to see if the current logged on-user has previously imported a file of the same type, name, size (#records), that contains exact matches of the first and last records in the file. If a potential duplicate condition is detected, a warning will appear.

Valid transactions are processed into FASTDATA; invalid transactions are corrected at the FA or Site using the Correct Suspended Transaction menu options. Transactions rejected for an invalid Job Order can only be corrected at the FA.

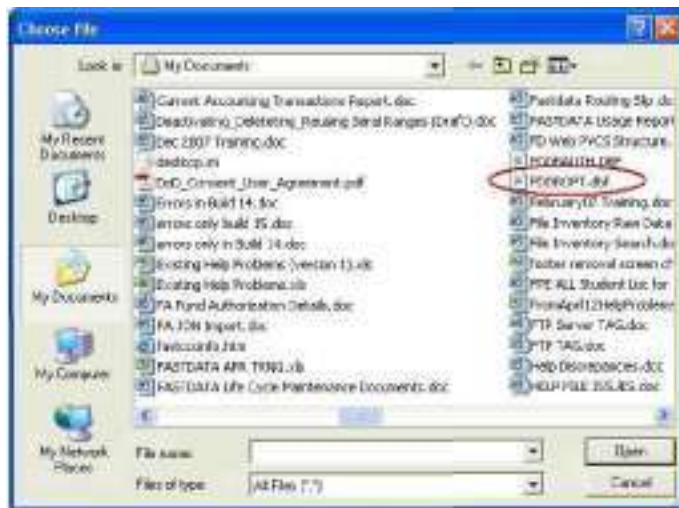
File Manual Upload - B1-Travel, B1 -Fuel Chit and Expenditure all follow the same procedure as the B1-Standard shown above.

File Manual Upload – BUD

This import process will be used to import BUD OPTARS and Authorizations. Users with File Manager Access can import BUD OPTARs, while users with No Access cannot open the Import BUD OPTARs window.



Select the Browse button to view the available files on your hard drive. Select the file to import and click the **Open** button.



The file selected will appear in the Select File to Import field. Select Import.

Import BUD OPTAR's for Fiscal Year 2010

Select File to Import:

C:\Documents and Settings\terri.l.phillips\Desktop\Screen Shots Linda.docx

Browse... Import

Close

FASTDATA generates an Import OPTAR Report that provides each OPTAR record contained in the file, and allows to select an RC and designate the OPTAR as Direct or Reimbursable. For each imported OPTAR that did not already exist in FASTDATA, select an RC with which to associate the OPTAR before saving Imported OPTARs.

FASTDATA Importing File: FDOBOPT.dbf

FA: N3583A

Import OPTAR Report

DATE: 7/25/2008 TIME: 7:55 AM

Fiscal Year: 2010

New Data

OPTAR	OPTAR DESCRIPTION	ADDRESS	RC	Direct / Reimbursable	Validation Message
31	App Created Optar 31	250 Ruby Ave Pensacola FL 32509			
32	App Created Optar 32	250 Ruby Ave Pensacola FL 32509			

Next Print Close

From the drop-down list select an RC and choose Direct or Reimbursable for each OPTAR. Select **Next** or **Print**. Print displays a preview of the printed report.

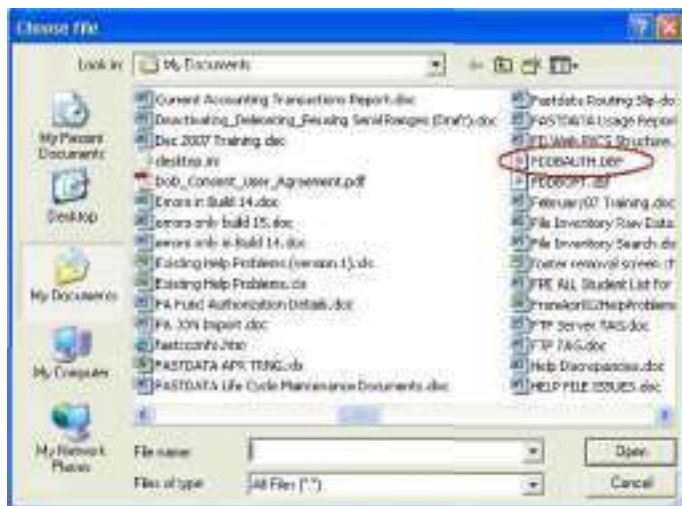


Next continues the import process.. A successful import will result in this message.



Select the OK button and automatically be taken to the Import Authorization page.

Select the Browse button to view the available files on the hard drive. Select the file to import and click the **Open** button.



Select the **Import** button.



At the Import Authorization Report page, select the **Print** button to print the report before saving. Select the **Save** button to save without printing the report.

FASTDATA Importing File: F00BAUTH.DBF						DATE: 7/26/2009 TIME 9:57 AM		
FW: N0583A						Fiscal Year: 2008		
Import Authorization Report								
Data								
BC	OPTAR	Authorization	Description	Label	Period	Coding	Validation Message	
NO	41	4101	CONTRACTOR SUPPORT N41	N	N	N	Authorization not in import file. The authorization can not be deleted because Job Orders exist. Do you want to zero the amounts?	No
NO	41	4102	SUPPLIES N41	N	N	N	Authorization not in import file. The authorization can not be deleted because Job Orders exist. Do you want to zero the amounts?	No
NO	41	4103	TRAINING N41	N	N	N	Authorization not in import file. The authorization can not be deleted because Job Orders exist. Do you want to zero the amounts?	No
NO	41	4104	TRAVEL N41	N	N	N	Authorization not in import file. The authorization can not be deleted because Job Orders exist. Do you want to zero the amounts?	No
NO	41	4105	OTHER SERVICES N41	N	N	N	Authorization not in import file. The authorization can not be deleted because Job Orders exist. Do you want to zero the amounts?	No
NO	41	4141	bat	N	N	N	Authorization not in import file. Do you want to delete?	No
ARC	ARC	ARC	ARC Auto	N	N	N	Authorization not in import file. Do you want to delete?	No
NO	AC	AC01	CONTRACTOR SUPPORT N3	N	N	N	Authorization not in import file. The authorization can not be deleted because Job Orders exist. Do you want to zero the amounts?	No
NO	AC	AC02	SUPPLIES/OTHER N3	N	N	N	Authorization not in import file. The authorization can not be deleted because Job Orders exist. Do you want to zero the amounts?	No
NO	T1	T104	TRAVEL CMD SUPPORT	N	N	N	Authorization not in import file. The authorization can not be deleted because Job Orders exist. Do you want to zero the amounts?	No
NO	T1	T106	OTHER PURCHASED SERVICES	N	N	N	Authorization not in import file. Do you want to delete?	No
NO	T1	T108	PRINTING	N	N	N	Authorization not in import file. Do you want to delete?	No
NO	T1	T107	VEHICLE RENTAL	N	N	N	Authorization not in import file. Do you want to delete?	No
NO	T1	T109	COMMUNICATIONS	N	N	N	Authorization not in import file. Do you want to delete?	No
NO	T1	T1A4	COMMAND SUPPORT AWARDS	L	N	N	Authorization not in import file. Do you want to delete?	No
NO	T1	T105	ELDP PROGRAM TRAINING	N	N	N	Authorization not in import file. Do you want to delete?	No
NO	T1	T103	COMMAND SUPPORT-AS LABOR	L	N	N	Authorization not in import file. Do you want to delete?	No
				Save	Print	Close		

FASTDATA will advise that the Authorization file has successfully been imported.



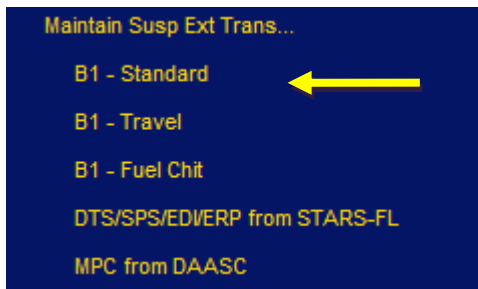
MAINTAIN SUSPENDED EXTERNAL TRANSACTIONS

Selection of Maintain Suspended External Transactions allows the FA the visibility of the suspended external transactions being imported. Corrections can be performed and then REPROCESS can be selected at either the FA or Site level. This is also where the FA or Site user can select the Correct Suspended screen to INSERT a missing obligation or transaction that can't be accomplished the normal way such as via the update, amendment or contract process.



STANDARD B1

Use this page to correct Standard B1 transactions suspended during import from an external system. You can modify the value for any editable column to un-suspend the desired transaction(s). This is now available at the FA and also at the Site for review and for reprocessing.



Correct Suspended Standard B1 Transactions

Filter

Site ID: Document #: ACRN: JON: Exec Code: File Name: Sort Order: Document #

Filter

Results

PAGE:

Delete	REC Type	Site ID	Document #	ACRN	JON	Expense Element	Amount	Exec Code	Amount Type	Exceed Code	Description	Contract	BPA	Quantity	Work Center	Created	Gov't Ind	Contra ACRN
No Transactions to be corrected																		

Reprocess Save Close Add All Remove All Insert

Make the desired changes and can process in one of two ways.

- 1) Select the Save button to initiate the correction process; then select the Reprocess button.
- 2) Select Reprocess and receive a message that by clicking OK it will SAVE the changes prior to reprocessing the suspended transactions.

Both methods will remove any corrected transactions from the suspense file. When processing suspended transactions, FASTDATA updates the transactions as memo records in the Site database. FASTDATA also suspends any external transactions that it cannot validate.

If the error is "Document Already Exists," review the transaction history to see if the transaction amount matches an existing document. If so, put a check mark in the Delete column and Reprocess.

When a transaction needs to be INSERTED, select the INSERT button on the bottom of the screen. This basically allows to INSERT a B1 record. If it is a NEW document, it would be a Record Type of "N" and if it is an adjustment it would be a "T". SA settings control access.

The screen will appear with the blank lines to fill in. In the example below, an adjustment to decrease a DD1149 document is displayed. To increase, use a 540C; to decrease, use a 540D.

Suspension Reason: Invalid JCN - Non-Labor JCN Not Associated to Non-Labor Authorization; Invalid JCN - Not Associated to a Site or JCN Not Found;

T 1802140900001 AX 0321492500 100.00 540 0

Suspension Reason:

Reprocess Save Close Add All Remove All Insert

Select REPROCESS - (Select SAVE, then select REPROCESS).

If there is an error, it shows immediate results. Edit and REPROCESS to load the transaction.

TRAVEL B1

Use this page to correct Travel B1 transactions suspended during import from an external system. Modify the value for any editable column to un-suspend the desired transaction(s). This is now available at both the FA and the Site for review and reprocessing.

Maintain Susp Ext Trans...

Standard B1

Travel B1 ←

Milstrip Fuel Chit B1

DTS/SPS/ED/ERP from STARS-FL

MPC from DAASC

When the desired changes are made, select the Save button to initiate the correction process. After the changes have been saved, select the Reprocess button. Reprocessing suspended transactions removes any corrected transactions from the suspense file. When processing suspended transactions, FASTDATA updates the transactions as memo records in the Site database. FASTDATA also suspends any external transactions that it cannot validate.

The screen that appears is just like the B1 screen discussed above for the Standard B1 except the travelers name and return date are added to the screen.

Current Suspended Invalid B1 Transactions

Filter: Site ID: Transaction ID: Amount: From Code: To Code: Sort On: Ascending Descending

Results: 0

Table	Site ID	Trans ID	Amount	From Code	To Code	Sort On	Ascending	Descending
No transactions to be corrected.								

Reprocess Save Close Add All Remove All Insert

MILSTRIP FUEL CHIT B1



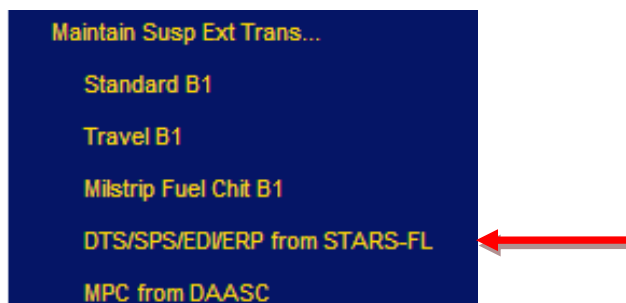
Use this page to correct MILSTRIP Fuel Chit B1 transactions suspended during import from an external system. Modify the value for any editable column to un-suspend the desired transaction(s). This is available at both the FA and the Site for review and reprocessing.

When the desired changes are made, select the Save button to initiate the correction process. After the changes have been saved, select the Reprocess button. Reprocessing suspended transactions removes any corrected transactions from the suspense file. When processing suspended transactions, FASTDATA updates the transactions as memo records in the Site database. FASTDATA also suspends any external transactions that it cannot validate.



The resulting screen is the same as for the standard B1 discussed above.

DTS/SPS/EDI/ERP FROM STARS-FL

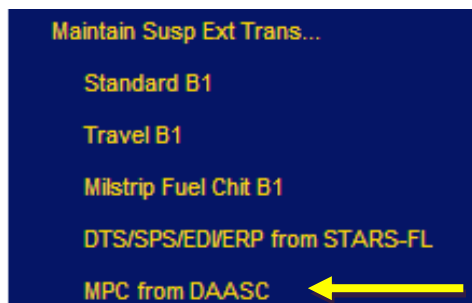


Use this page to maintain DTS/SPS/EDI/ERP transactions suspended during import from STARS-FL. There are limits to deleting the suspended DTS transaction or Reprocessing the transaction. It can't be corrected on this screen. The **cause** of the suspension can be corrected elsewhere in the system and Reprocess the transaction from this screen. This is available at both the FA and the Site for review and reprocessing.

Reprocessing suspended transactions removes any corrected transactions from the suspense file. When processing suspended transactions, FASTDATA updates the transactions as memo records in the Site database. FASTDATA also suspends any external transactions that it cannot validate.

Note: One of the main causes for suspension of DTS and MPC files is No funds available. The FA is allowed to set the imported external MPC, DTS, SPS transactions to be exempt from funds check (without having to take the check off to process and put it back on once processed.) Use of this function is described in the previous section entitled [EXTERNAL INTERFACE FUNDS CHECK](#). Using it should eliminate many of the suspensions for DTS, SPS and MPC files.

MPC FROM DAASC



Use this page at the FA or the Site to maintain MPC transactions suspended during import. There are limits to deleting the suspended MPC transactions or Reprocessing the transactions. It can't be corrected on this screen. The **cause** of the suspension can be corrected elsewhere in the system and Reprocess the transaction from this screen.

Reprocessing suspended transactions removes any corrected transactions from the suspense file. When processing suspended transactions, FASTDATA updates the transactions as memo records in the Site database and also suspends any external transactions that it cannot validate.

See Note above regarding availability of the EXTERNAL INTERFACE FUNDS CHECK to eliminate many of the suspensions for DTS, SPS and MPC files.

Correct Suspended MPC Transactions

Filter

Doc ID: Document #: ACOM: CON: Exec Code: File Name: Unit: Unit:

Filter

Results

PAGE: 1

Details	REC Type	Site ID	Document #	ACOM	CON	Expense Element	Amount	Exec Code	Amount Type	Expense Code	Description	Contract	SFA	Quantity	Work Center	Created	Gov't Inst	Control ACAN
<input type="checkbox"/>	R	85	N0561605COMHNPW	AA	4216610008	T	50.00	\$10	+		HONARCH TROPHY	00000000021180		80808		06/17/08		
Suspension Reason: No Funds Available																		
<input type="checkbox"/>	T	85	N0561605COMHNPW	AA	4216610008	T	79.00	\$10	+		HONARCH TROPHY	00000000021180		80808		06/17/08		
Suspension Reason: No Funds Available																		
<input type="checkbox"/>	R	34	N0661204COMHMTF	AA	0661207228	T	130.00	\$10	+		UNIT SUP CHIT	00000000018968		80808		06/04/08		
Suspension Reason: No Funds Available																		
<input type="checkbox"/>	R	34	N0661204COMHMTQ	AA	0661207204	Q	304.00	\$10	+		THE CITADEL	00000000018968		80808		06/04/08		
Suspension Reason: No Funds Available																		

ReprocessSaveClearAdd AllRemove All

APPENDIX A – GUIDE FOR CREATING UPPER LEVEL DISTRIBUTION FRAMEWORK

Guide for Creating Upper Level Distribution Framework

Upper Level Distribution Framework Summary

There are four levels at which the Resource Authorization (RA) may be managed: Major Command (MC), Component Command (CC), Resource Manager (RM), and Fund Administrator (FA). When funding is managed above the FA, Subhead funding lines are distributed to a lower level and ultimately to the FA. The FA creates the financial framework (Responsibility Center, OPTAR, Authorization, and JON) and releases to the Sites for spending. Each Responsibility Center is associated to a RA. For example, funding received on a 2168-1 can be entered at the Resource Manager level and distributed to one or more FA's. Funding can be held by the RM by not distributing to the FA. A user may be assigned to one or more roles at each level. The Resource Authorization may be established at the FA level, however access rights to establish the RA is granted to all FA users as part of the Funds Management functions, which includes the maintenance of financial framework.

Upper level roles of MC, CC, RM and FA and Resource Authorizations make up the distribution framework. The RAs your activity administers and your organizational structure should be considered. Within the entity each RA may be established at separate levels (MC, CC, RM or FA) and distributed to different roles. For example, OMN type funding may be established at the MC and distributed to the CC. The CC may then distribute the OMN funds to the FA. Procurement type funding may be established by the RM and distributed to the FA, while MPN funding is established at the FA level. There are eight possible 'paths' RA funding may take:

MC – CC – RM – FA
MC – CC – FA
MC – RM – FA
MC – FA
CC – RM – FA
CC – FA
RM – FA
FA

Each entity will be established with one Major Command role. The System Administrator is automatically assigned the MC role and can assign other users to the MC role. If the MC creates the RA, the MC will have online visibility of funds distributed to one or more CC, RM or FA. The MC will always have access to executive summary reports for the activity.

The Component Command role is optional. If a CC role is not needed for the entity a 'ghost' role is established for possible future use. If the CC creates the RA, the CC will have visibility of distributed funds on queries and reports. If the CC receives funds from the MC, the CC will have visibility of the funds received and distributed to a lower level (RM or FA). The CC will not have visibility of funds managed at the MC level.

The Resource Manager role is optional. If a RM roles is not needed for the entity a 'ghost' roles is established for possible future use. If the RM creates the RA, the RM will have visibility of distributed funds on queries and reports. If the RM receives funds from the MC or CC, the RM will have visibility of the funds received and distributed to the FA(s). The RM will not have visibility of funds managed at the MC or CC level.

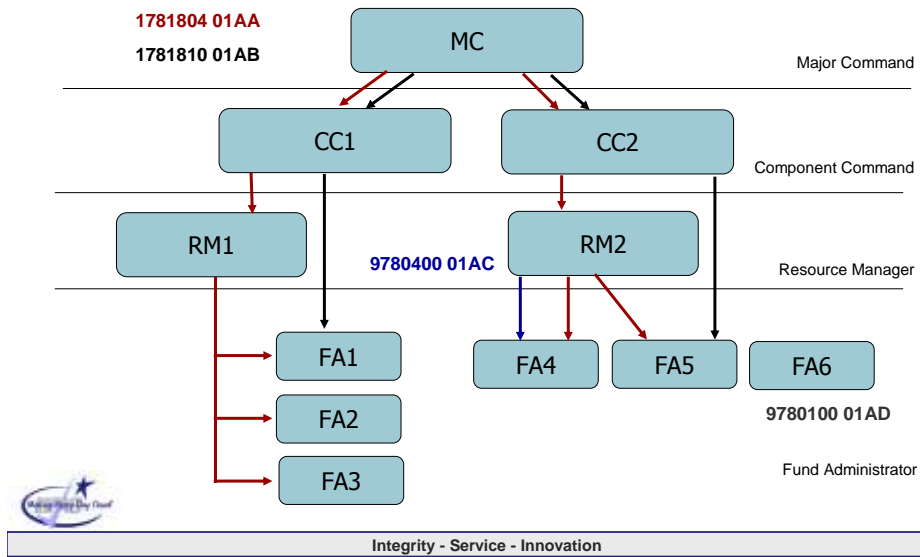
The Fund Administrator may create the RA or receive the RA in distribution from an upper level role (MC, CC or RM). The FA will have visibility of funds received or created on queries and reports. For each RA, the FA establishes the financial framework and releases the financial data to the Site(s) where the funds are spent.

Scenario

The Funds Distribution chart below depicts several possible distribution paths the RA may follow through the distribution framework. The roles of Major Command (MC), Component Command (CC), Resource Manager (RM) and Fund Administrator (FA) are on the right. The MC creates RA 1781804 01AA and distributes to CC1 and CC2. CC1 distributes to RM1 and CC2 distributes to RM2. RM1 distributes to FA1, FA2 and FA3. RM2 distributes to FA4 and FA5. MC creates RA 1781810 01AB and distributes to CC1 and CC2. CC1 distributes to FA1. CC2 distributes to FA5. RM2 creates RA 9780400 01AC and distributes to FA4. FA6 creates RA 9780100 01AD. The FAs are then ready to create the financial framework against the RA funds.

Funds Distribution

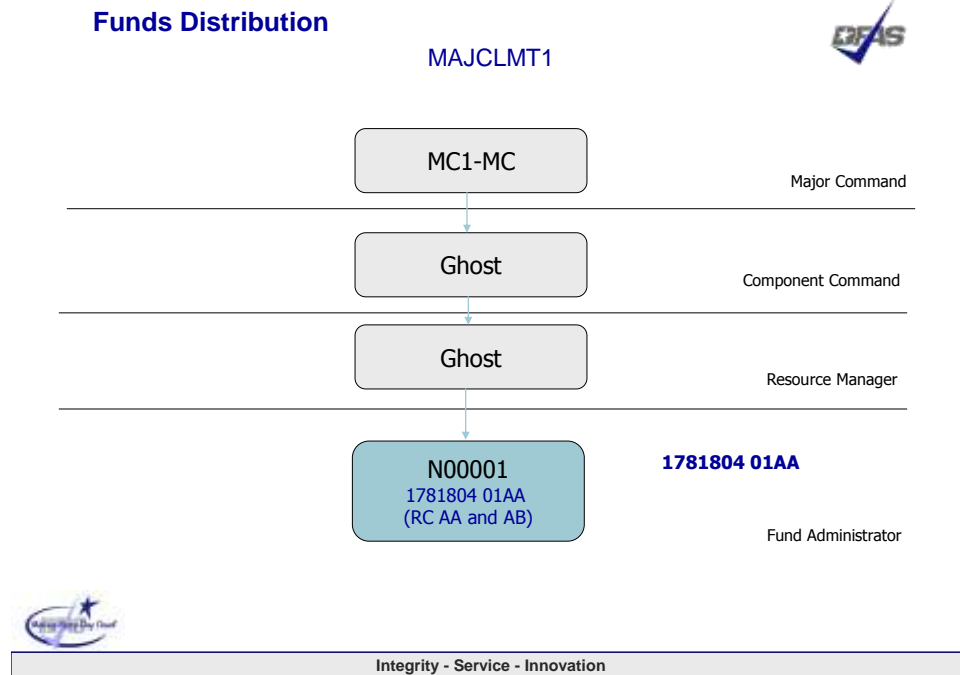
Major Command Name



Distribution Framework Examples

The following are examples of implementations of the upper level distribution framework.

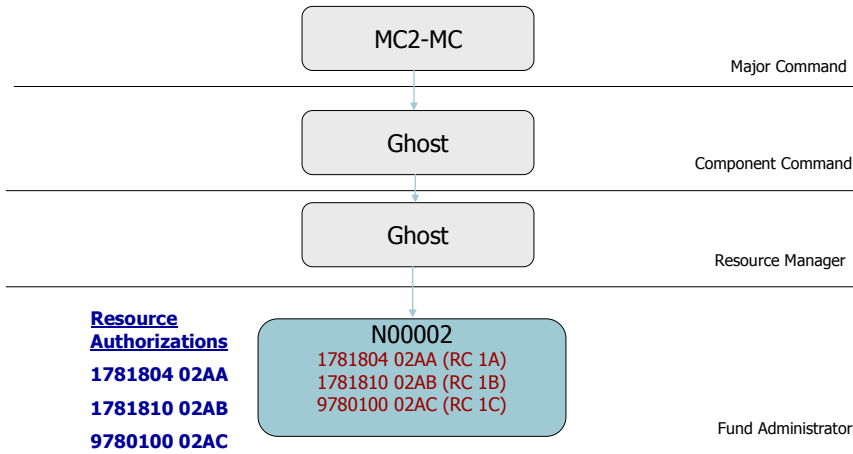
MAJCLMT1 distribution framework has a Major Command (MC1-MC) and one FA (N00001). The FA creates and administers the RA (1781804 03AC). Responsibility Centers MP and HQ reference the RA in the FA's financial framework. There are no Component Commands or Resource Managers and the Major Command is not used.



MAJCLMT2 distribution framework has a Major Command (MC2-MC) and one FA (N00002). The FA creates and administers the RAs 1781804 02AA, 1781810 02AB, and 9780100 02AC. Responsibility Centers 1A, 1B and 1C reference the respective RAs in the FA's financial framework. There are no Component Commands or Resource Managers and the Major Command is not used.

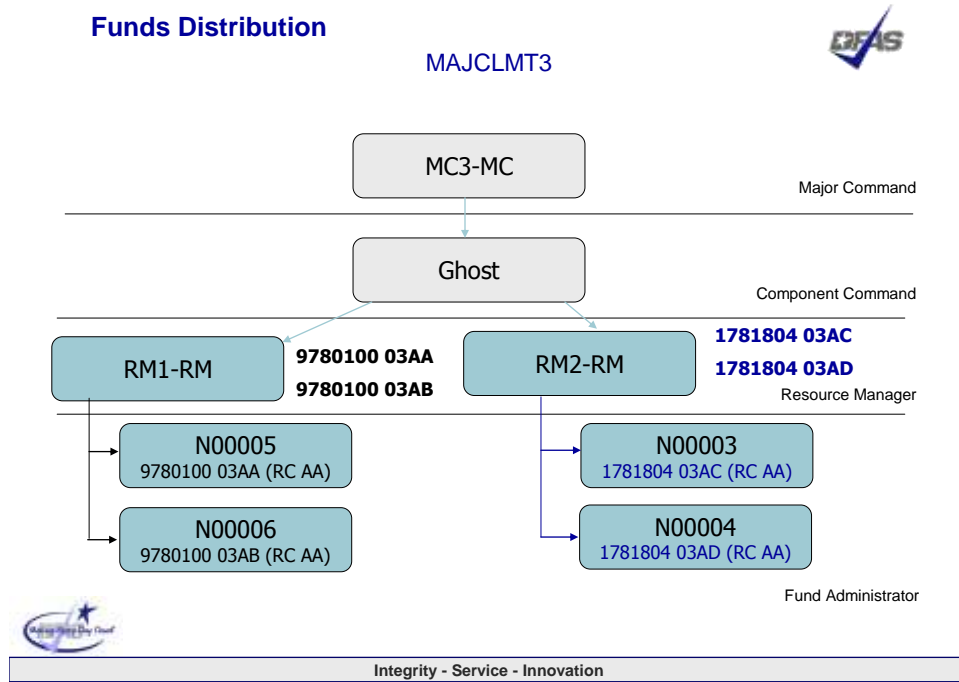
Funds Distribution

MAJCLMT2

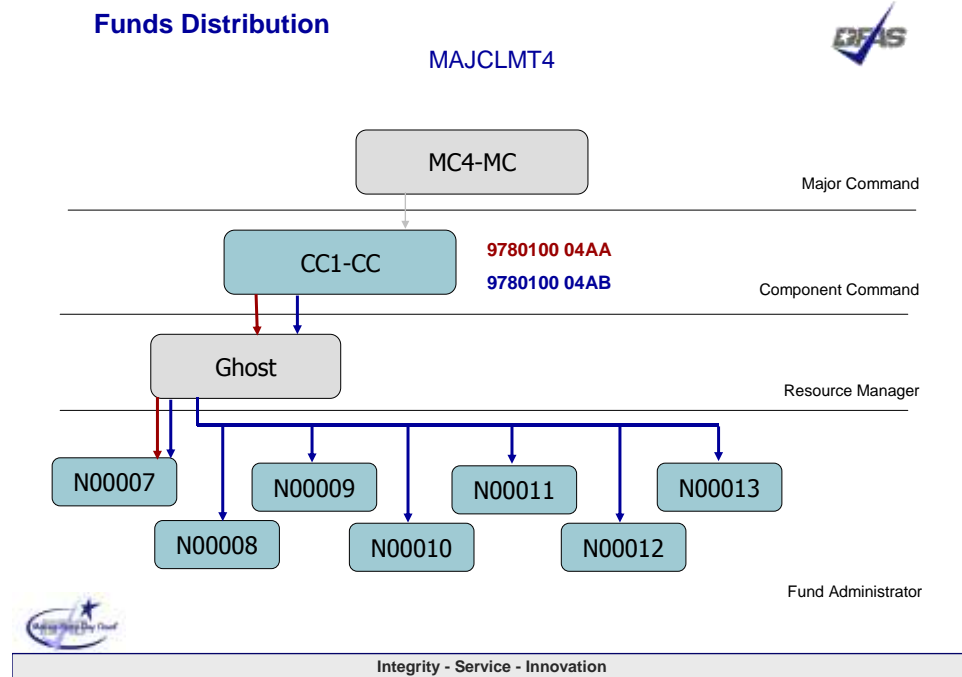


Integrity - Service - Innovation

MAJCLMT3 distribution framework has a Major Command (MC3-MC) and two Resource Managers (RM1-RM and RM2-RM). RM1-RM has two FAs (N00005 and N00006). RM2-RM has two FAs (N00003 and N00004). RM1-RM creates RA 9780100 with two Subheads (03AA and 03AB) and distributes to N00005 and N00006 respectively. RM2-RM creates RA 1781804 with two Subheads (03AC and 03AD) and distributes to N00003 and N00004 respectively. Each FA creates a Responsibility Center and references the respective RAs in the FA's financial framework. There are no Component Command roles and the Major Command is not used.



MAJCLMT4 distribution framework has a Major Command (MC4-MC), one Component Command (CC1-CC), and seven FAs (N00007, N00008, N00009, N00010, N00011, N00012, and N00013). CC1-CC creates RA 9780100 with two Subheads (04AA and 04AB) and distributes 04AA to N00007 and 04AB to all FAs. Each FA creates the financial framework referencing their respective RAs. There are no Resource Manager roles and Major Command MC4-MC is not used.



Distribution Framework Inquiries and Reports

Resource Authorization Administration Details View

The Resource Authorization Administration provides a drilldown view of funds management and distribution, from creation of the Resource Authorization at the Major Command, Component Command, Resource Manager or FA level to processing of source documents at the Sites.

Executive Summary Report

The Executive Summary Report provides the capability to view resource authorizations and spending at the funding levels, which provides comparable performance figures across the activity. Status of Funds information provides the details supporting the spending (Total Obligated) and funds distributions at the FA level and below. The report is composed of two sections, which displays on part 1 the Resource Authorization Funding, Distributions, Total Balance, and Total Obligated at the Major Command, Component Command, Resource Manager, and Fund Administrator levels, and on part 2 the Status of Funds Report at the Fund Administrator level and below.

Executive Status Report

This report provides the capability to view resource authorizations and spending at the funding levels, which provides comparable performance figures across the activity. Status of Funds information provides the details supporting the spending (Total Obligated) and funds distributions at the FA level and below. The report provides a breakdown by Expense Element within the OPTAR and summarizes to the RC. The impact of initiations on available balances and current % used is also provided on this report.

APPENDIX B – MULTIYEAR APPROPRIATIONS

FASTDATA can accommodate multiyear appropriations such as RDT&E, MPN and Procurement. Establish a multiyear Resource Authorization in the beginning fiscal year or in the current fiscal year when the beginning fiscal year was in a prior fiscal year. Create Site documents in each of the open years of the appropriation and will cite the JONs and serial ranges for the active fiscal year. Promote Multiyear appropriations to the Outyear. (See Resource Authorization – Promote to Outyear section above.)

“X” no-year appropriations and “R” receipt appropriations may also be established. Both are applicable only for the fiscal year established. The user would enter an “X” or “R” followed by 3 spaces in the beginning and ending fiscal year fields. Beginning and ending fiscal years must match.

The “Expired Date” element shown on the Resource Authorization Details screen pertains to this multiyear processing. It is an optional field. When entered, the Expired Date must be equal to or greater than the Effective Date and indicates the extended period of performance beyond the ending date of the appropriation. New obligations may be made for the ending fiscal year up to this date.

To promote multi-year appropriations to the outyear, the steps below have to be accomplished. In our example, FY2010 is the current year and FY2011 is the Outyear.

- At the level at which the RA was created, change the Fiscal Year to the Outyear
- Go to Funds Management, Resource Authorization
- Choose the RM you need to promote and click the Update Icon. (In our example, the RA was created at the RM.)

Current Role: Resource Manager RHEL5FCOM FY0109 2011X

Resource Authorization Administration - Summary

Delete	History	Details	Update	Outlets	Created By	APRN	CR Number
					RHEL5FCOM	17 10/11 1010	00066
					RHEL5FCOM	17 10/11 1012	00066
					RHEL5FCOM	17 10/12 0000	00066
					RHEL5FCOM	17 10/11 0400	00066G
					RHEL5FCOM	17 10/11 0400	00066F
					RHEL5FCOM	17 10/11 0400	00066S

[Update Resource Authorization](#)

- Click Add Subhead:

FATDATA Version REL_16-1-0027 Current Role: Resource Manager RM/SLPCOM

Resource Authorization Update

General

Funding Type: OB Suffix: Department: Approval Date: 12/12/09 Expired Date: 9/30/2011

Begin Fiscal Year: End Fiscal Year: APN: Effective Date: 12/12/09

Subheads

Delete	Char/Bussid	Subhead	Sequence Nbr	PY	Parent	BCN	Sub A/N	AAA	OC	FAA	Cost Code	FTC
	0000	0	2010	0	RANGE 10 VS000	0000	0	00000				
Total												

Enter the subhead data again with the new fiscal year and Save it.

FASTDATA Version 951_18-1-0021 Current Role: Resource Manager (RM05,PT000)

Resource Authorization Update

General

Funding Type: RDT&E OB Holder: 00042 Department: 07 Approval Date: 10/1/2009 Expired Date: 9/30/2011
 Begin Fiscal Year: 2010 End Fiscal Year: 2011 APPN: 0400 Effective Date: 10/22/2009

Subheads

Delete	Distribution	Subhead	Sequence Nbr	FY	Remarks	SCN	Sub A/R	AAA	OC	FAA	Cost Code	TS
<input checked="" type="checkbox"/>		0042	0	2011	JFT	00004	0	00002				
		0042	0	2010	JFT	00000	0	00002				

Buttons: Add Subhead Save Close

- Distribute it to the FA
- Go to the FA level and stay in current year (FY 2010)
- Go to Utilities, Process Outyear
- Select RCs to carry forward

Current Role: FA 00000, FY010: 0000

Select RC(s) to be promoted to the outyear

Select	RCN	Status	SC	Appropriation	Subhead	SCN/SP ALLOC	SA/OS	SubP
<input type="checkbox"/>	Carry Forward to Outyear	SP	07	10	0400	0042	00004	0
<input checked="" type="checkbox"/>	Carry Forward to Outyear	PT	07	10/11	0400	0042	00000	0

Promote

☒ Direct OPTN(OC) ☐ Reimbursable OPTN(OC) ☐ Direct and Reimbursable OPTN(OC)

Buttons: Select All Deselect All Process Close

- Click Process
- Check financial framework to confirm success

***Note: At the FA level under Funds Management, Resource Authorization, Promote to Outyear, it still has status of “not promoted”. There is also a checkbox to “Promote to Outyear” but there is no Save button. However, it still promoted but under multi-year this status doesn’t change. See below:

FASTDATA Version 951_18-1-0021 Current Role: FA 00000

Resource Authorization Promote to Outyear

General

Funding Type: RDT&E OB Holder: 00042 Department: 07 Approval Date: 10/1/2009 Expired Date: 9/30/2011
 Begin Fiscal Year: 2010 End Fiscal Year: 2011 APPN: 0400 Effective Date: 10/22/2009

Subheads

Promote To Outyear	Outyear Status	Subhead	Sequence Nbr	FY	Remarks	SCN	Sub A/R	AAA	OC	FAA
<input type="checkbox"/>	Not Promoted	0042	0	2011		00004	0	00002		
		0042	0	2010	JFT	00000	0	00002		

Buttons: Close

At the RM level, the status still shows “ineligible” even though it did promote to FY 2011. See below:

FA375DATA Version REL_16-1-9023 Current Role: Resource Manager RM

Resource Authorization Promote to Outyear

General

Funding Type: PGTAE OB Header: 000G Department: 07 Approval Date: 10/10/06 Expired Date: 9/06/07
 Begin Fiscal Year: 2010 End Fiscal Year: 2011 APPN: 0430 Effective Date: 10/02/06

Subheads

Promote To Outyear	Current Status	Subhead	Sequence Nbr	FY	Remarks	SCR	Sub Alloc	AAA	OC	PAA	CA
		0002	0	2011	PPT	0000	0	000002			
Ineligible	0002	0	2010	PPT		0000	0	000002			

Save Close

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APPENDIX C – AUTOMATED JOBS

This option provides the means to schedule routing jobs to run at a specified interval. The FA user must have “Access” level rights provided in the Security Administrator Role.

As an FA, select Automated Jobs from the File Manager menu. The Automated Jobs Maintenance screen opens:

Automated Jobs Maintenance					
Active	Description	Latest Date/Time Executed	Interval Type	Scheduled Run Time	Minute Interval
<input type="checkbox"/>	Perform reconciliation.	06/13/2011 10:52:46	DLY	0:00	0.0
<input type="checkbox"/>	Process MPC Transactions.	06/13/2011 10:52:46	MIN	0:00	5.0
<input type="checkbox"/>	Process external B1 transactions.	-Never-	MIN	0:00	30.0
<input type="checkbox"/>	Recalculate Obligations In Non-Peak Hours.	-Never-	MIN	0:00	0.0
<input type="checkbox"/>	Receive CRCTs that failed STARS-FL validation (INVALID).	-Never-	DLY	0:00	30.0
<input type="checkbox"/>	Receive CRCTs that passed STARS-FL validation (VALID).	-Never-	SAT	0:00	30.0
<input type="checkbox"/>	Receive DTS transactions from STARS-FL.	06/13/2011 10:52:46	SUN	0:00	30.0
<input type="checkbox"/>			MIN	0:00	5.0

The Active column is used to select each job. Jobs with a “Y” for “Yes” are active, meaning the process will take place at the next scheduled interval. Jobs with an “N” for “No” will not be processed.

The Description column provides the title of the job.

The Latest Date/Time Executed column provides the FA with information on when the job last ran.

The Interval Type is used to set the frequency of the job. The interval is defined in minutes. The range is 0.00 to 1440.00 (24 hours). The default value is 6 minutes. The user may also select DLY for Daily if the option appears in the dropdown list. An indication of “NPH” stands for Non-Peak Hours.

The Scheduled Run Time shows when the job is expected to run next. The format follows a 24-hour clock and must be entered using the following format: HH:MM.

The Minute Interval column is used to determine the minutes between jobs. The interval should be greater than 4 minutes, but less than 1441 minutes.

A full Automated Jobs Maintenance screen is shown below.

Automated Jobs Maintenance					
Active	Description	Latest Date/Time Executed	Interval Type	Scheduled Run Time	Minute Interval
N	Perform reconciliation.	-Never-	MIN	0:00	5.0
N	Process Financial Framework Upload.	-Never-	MIN	0:00	5.0
N	Process MPC Transactions.	-Never-	MIN	0:00	5.0
N	Recalculate Obligations In Non-Peak Hours.	12/18/2012 20:13:03	NPH	0:00	0.0
N	Receive B1 Fuel transactions from External Source.	-Never-	MIN	0:00	5.0
N	Receive CRCTs that failed STARS-FL validation (INVALID).	-Never-	MIN	0:00	30.0
N	Receive CRCTs that passed STARS-FL validation (VALID).	-Never-	MIN	0:00	30.0
N	Receive DTS transactions from STARS-FL.	09/25/2012 23:51:25	MIN	0:00	180.0
N	Receive Expenditure Returns from the Site(s).	-Never-	MIN	0:00	30.0
N	Receive Expenditures from STARS-FL.	10/03/2012 21:11:52	MIN	0:00	15.0
N	Receive JONs from STARS-FL.	-Never-	MIN	0:00	5.0
Y	Receive JONs that failed STARS-FL validation (INVALID).	-Never-	MIN	0:00	5.0
N	Receive JONs that passed STARS-FL validation (VALID).	-Never-	MIN	0:00	5.0
N	Receive accounting transactions from the Site(s).	11/15/2012 13:17:52	MIN	0:00	30.0
N	Receive cost corrections from the Site(s).	-Never-	MIN	0:00	20.0
N	Receive cost redistributions from the Site(s).	12/19/2011 09:16:05	MIN	0:00	20.0
N	Release Financial Framework to Site(s).	12/18/2012 16:20:42	MIN	0:00	5.0
N	Release Outyear Financial Framework to Site(s).	12/18/2012 16:21:06	MIN	0:00	15.0
N	Send Accounting Batch to STARS-FL.	10/04/2012 13:40:08	MIN	0:00	30.0
N	Send Cost Redistribution Batch to STARS-FL.	-Never-	MIN	0:00	40.0
Y	Send JONs to STARS-FL.	12/26/2012 10:26:08	MIN	0:00	5.0
Y	Send OPTAR Authorizations (010,121) to STARS-FL.	-Never-	MIN	0:00	5.0
N	Send Purchase Request to SPS.	-Never-	MIN	0:00	5.0
Y	Send RC Funds Authorizations (110) to STARS-FL.	-Never-	MIN	0:00	5.0
N	Send expenditures to the Site(s).	10/03/2012 21:32:01	MIN	0:00	20.0

Scheduling Jobs

All jobs must be set to run on such a schedule as to ensure they do not conflict. It is recommended that all jobs be at least 30 minutes apart.

Due to the change required in processing data to and from STARS-FL, during the first phases of FASTDATA Web, most Interval Types are only available in minutes (MIN). The daily (DLY) interval type is available for some of the communications between the FA and Site.

Users should set automated jobs to 5-minute intervals instead of once or twice a day because FASTDATA Web sorts the outgoing accounting transactions and places them in a queue in the proper order. It is possible for transactions to get into STARS in a different order from how FASTDATA sent them. Since STARS processes Web transactions in real time, they are processed as they are received, which causes transactions to suspend if they are out of order. Sending accounting transactions to STARS more frequently reduces the likelihood of different types of transactions for the same document being transmitted in the same group.

Likewise, users need to set inbound Expenditure and DTS/SPS to process every 5 minutes. In the Web, STARS-FL sends a group of expenditures as individual messages, which FASTDATA collects and reassembles into physical files for loading into the file inventory. FASTDATA may receive several different bursts for a single group of expenditures. Multiple physical files for a single group of expenditures may occur.

Selections on the Automated Jobs Maintenance Screen

Perform reconciliation

This feature is used to reconcile document balances and cost transfer balances between FASTDATA and STARS-FL as well as between FASTDATA and the DMLSS external system. The process will not run if there are pending unprocessed expenditures or DTS/SPS records. It excludes all Civilian Labor document types and documents that are cancelled before exporting to STARS-FL.

Reconciliation is based on a file created in STARS-FL Query Management Facility (QMF), data representing the Liquidated Document Status Log (LDSL) created in FASTDATA and a file created in DMLSS. All files used in the automated reconciliation process must have been generated within a day of each other; otherwise, the process will not run successfully and no report will be generated.

Two reports are produced as a result of the reconciliation. The Summary Reconciliation Report summarizes the account balances of FASTDATA, STARS-FL and DMLSS; provides a comparison of these account balances and displays variances. The report of reconciliation errors provides discrepancies found in the reconciliation process at the document level. This process also generates a separate summary for each Site.

Perform Financial Framework Upload

The Major Command has access to create a file for the entire financial framework for a new or existing FA. After the file is uploaded, the FA will process this job to create a new framework or update an existing framework. The Major Command will notify the FA on when to update the job to 'Y'.

Process MPC Transactions

Military Purchase Card (MPC) transactions are created by CITIDIRECT Bank credit card actions. Import of the MPC is the process whereby the actual transactions from CITIDIRECT are recorded at a FASTDATA Site. This import allows creation of a transaction at the Site and adjustment of existing funds. Any other source or memo entries that have been made in advance for reservation of funds of the actual Credit Card purchase would then make the Site double obligated. **(See Appendix B in Site User Guide for detailed instructions for Credit Card XREF vs Cost Redistribution).**

To correct this situation, a user could cancel the "in advance" DCN/ACRN which would adjust the Site funds and create an adjustment/credit/reversal/cancellation transaction for export to STARS-FL.

The records will be divided according to Site ownership of the Job Order Number on the individual records, and these records will be delivered to the respective Sites. They will be available at each Site for correction and reprocessing.

Recalculate Obligations In Non-Peak Hours

This option allows users to recalculate obligations when all users are off the system. Results are available the morning after the run on a report entitled "Recalculate Cost Log Report." This job will always include all Sites for an FA.

Receive B1 Fuel Transactions from External Source

This process prevents the user from having to manually import B1 fuel transactions by providing this automated job.

Receive CRCTS that failed STARS-FL validation (INVALID)

This automated job is used to import cost redistribution and cost transfer records that were sent to STARS-FL but that failed validation.

Receive CRCTS that passed STARS-FL validation (VALID)

This automated job is used to import cost redistribution and cost transfer records that were sent to STARS-FL and confirmed to be valid.

Receive DTS transactions from STARS-FL

This automated job is used to import Defense Travel System obligations and receipts from STARS-FL.

Receive Expenditure Returns from the Site(s)

Expenditures that the Site has opted to return to the FA will be imported by use of this job.

Receive Expenditures from STARS-FL

Use this option to import expenditures (payments) from STARS-FL. The FA will then release the Expenditures to the individual Sites that originally created the obligation transaction.

Receive JONs from STARS-FL

To eliminate the need for duplicate entry into both systems, job order numbers created in STARS-FL may be imported into FASTDATA via this automated process. File content can be viewed in File Inventory. Should there be any errors with the incoming JONS, the Validation/Rejection Reason will be displayed on the FA JON Import screen. Once corrections are made, the user may re-import the invalid JONs.

Receive JONs that failed STARS-FL validation (INVALID)

After STARS-FL receives the JONs created in FASTDATA, one or two data files will be created for return to the FA. One file will consist of all JONs accepted by STARS-FL, and a second file will also be created consisting of any JONs rejected for processing by STARS-FL. This process will import the rejected JONs and will include the rejection reason.

Receive JONs that passed STARS-FL validation (VALID)

After STARS-FL receives the JONs created in FASTDATA, one or two data files will be created for return to the FA. One such file will consist of all JONs accepted by STARS-FL, and the other will contain information on JONs that have been rejected. This process will import the valid JONs.

Receive accounting transactions from the Site(s)

This function allows receipt of accounting transactions from the Sites. Current fiscal year transactions, and any prior year transactions created since the last transmission to the FA, are included. Outyear transactions at the Site are excluded. Expenditure returns, expenditure corrections and Cost Redistribution transactions are also not part of these transactions.

Receive cost corrections from the Site(s)

This automated job allows receipt of any cost corrections on expenditures at the Site that have not previously been sent to the FA.

Receive cost redistributions from the Site(s)

This automated job imports cost redistribution transactions from the Site that have not previously been sent to the FA.

Release Financial Framework to the Site(s)

This job signals the system to periodically send information from the FA to the Site(s) in accordance with the time set. The information sent may contain Site User IDs, Site data, RC, OPTAR, Authorization and JON data as well as Serial Ranges.

Release Outyear Financial Framework to the Site(s)

This job signals the release of Outyear financial framework from the FA to the Site.

Send Accounting Batch to STARS-FL

This job is scheduled to send current transactions to STARS-FL.

Send Cost Redistribution Batch to STARS-FL

This is used to send transactions created and marked for Release in the Cost Redistribution process.

Send JONs to STARS-FL

To eliminate the need for duplicate entry into both systems, job order numbers created in FASTDATA may be transmitted to STARS-FL via this automated process. File content can be viewed in File Inventory. JON modifications may also be sent via this process.

When STARS-FL receives the JON data, one or two data files will be created for return to the FA. One file will consist of all JONs accepted by STARS-FL, and the other will contain information on JONs that have been rejected.

Send OPTAR Authorizations (010, 121) to STARS-FL

Amounts transferred are those entered on the Authorization detail screen or those that were imported from Budget Builder (010s and 121s). On the Authorization screen, the "Transfer Authorization" field must be checked and an Authorization JON must be entered.

Send Purchase Request to SPS

Currently restricted to DoDEA. This option sends qualified documents to SPS for contracting to occur.

Send RC Funds Authorizations (110) to STARS-FL

Amounts transferred are those entered on the RC screen. The field "Transfer RC Funds" must be checked on the Responsibility Center screen.

Send expenditures to the Site(s)

This automated process sends all valid, unsuspended, current expenditures from STARS-FL to the Sites. (For BUMED, this will include those generated as a result of DMLSS cost transfers.)

APPENDIX D –RECONCILIATION PROCESS

BACKGROUND

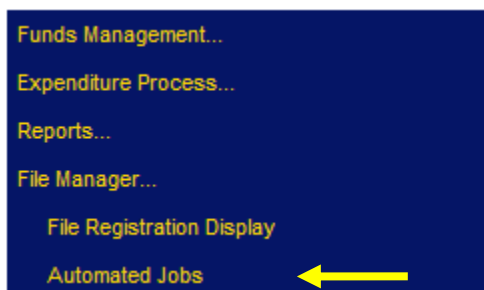
To ensure the integrity of financial records in both systems, reconciliation between FASTDATA (FD) and STARS-FL is desired. Because the two systems liquidate documents using different methodologies; it is helpful for users to understand why some imbalances occur.

- FASTDATA uses actual cost calculation without liquidation. When a final transaction is received, document cost reflects the total dollar amount of the transaction type received. Until a transaction is marked final, costs are determined by the largest total amount between commitments, obligations, receipts and expenditures.
- STARS-FL liquidates documents as the document changes from commitment, obligation, accounts payable and expenditure. Document cost reflects the total of all buckets.

The Reconciliation process verifies that both systems are in sync not only with each other, but also with regard to transactions from external interfaces such as Military Purchase Card (MPC), Defense Travel System (DTS) and Standard Procurement System (SPS).

INITIATION

Reconciliation is initiated by activation of an automated job entitled “Perform Reconciliation.” It is controlled by the FA and may be run for current and five prior fiscal years. It is recommended that the job be run after close of business.



Automated Jobs Maintenance					
Active	Description	Latest Date/Time Executed	Interval Type	Scheduled Run Time	Minute Interval
<input checked="" type="checkbox"/>	Perform reconciliation.	10/01/2010 11:11:11	MIN	0:00	5.0
<input type="checkbox"/>	Process MPC Transactions.	10/01/2010 11:11:11	MIN	0:00	5.0

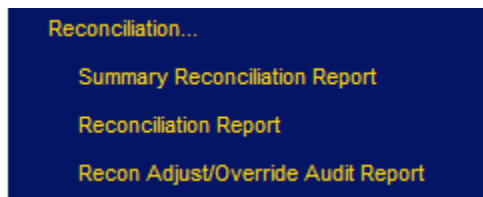
The FA will initially run the automated process to pull down the baseline STARS-FL document file into FASTDATA (FD). Once this has been accomplished, they will set the process to run each day, extracting any new documents or document status changes. These nightly files will appear in File Inventory.

A more up-to-the-minute picture of reconciliation is possible. As FASTDATA users work within the FD document processes, additions and updates will be applied immediately. FD will automatically evaluate STARS-FL reconciliation data against the FD updated data to clear Reconciliation differences.

Documents are compared on:

ACRN	JON
Expense Element	OMB Object Class
Commitments	Obligations
Receipts	Disbursements (Expenditures)

REPORTS



Three reports are used to support the Reconciliation process: Summary Reconciliation Report; Reconciliation Report and the Recon Adjust/Override Audit Report.

Summary Reconciliation Report

This report displays the results of reconciliation in a .pdf or comma separated value (.csv) format. Only **variances between FASTDATA and STARS-FL are reported**. Report parameters include FY, RC, OPTAR, Authorization, JON and DCN. The report is available to the FA and to the Sites. At the FA, the final page contains the deltas from all of the Sites. At the Site, only the requesting Site's data is displayed.

Working from the Summary Reconciliation Site report, Site users will be able to make changes and fixes to correct reconciliation issues. These changes can be viewed immediately on the Liquidated Document Status Log (available on the Document Status Log reports sub-menu) and will now also be viewable on the Reconciliation report run any time after the transaction has processed during the day.

Reconciliation Report

The Reconciliation Report displays the results of reconciliation in a **comma separated value (.csv) or Microsoft Excel format**. Only variances between FASTDATA and STARS-FL are reported. Each row contains FASTDATA and STARS-FL data used in the reconciliation process, along with the resulting error message. Report parameters include FY, Site, RC, OPTAR, Authorization, JON and DCN. The report is available to the FA and Sites. At the Site, only the requesting Site's data is displayed.

The Reconciliation report is available from the FA and Site Reports menu until the next Reconciliation is performed.) Old reports are replaced.

Reconciliation Adjust/Override Audit Report

Actions performed in the Adjustment or Override processes will be documented on this report. (On the criteria screen, be careful to note the Unreconciled/Reconciled/All selections. To see all adjustment or override actions, select All. Completed adjustments will be on the Reconciled report; any partial adjustments will appear on the Unreconciled report.)

Possible Reconciliation Errors and Recommended Steps for Resolution

NOTE: Always be aware of and consider the effect of the dates in the two systems, as some items that seem to be errors are simply a matter of timing of the flow of data.

Errors:

- FASTDATA document not found in STARS-FL (1)
- STARS-FL document not found in FASTDATA (2)
- STARS-FL JON not found in FASTDATA (3)
- FASTDATA JON does not match STARS-FL (4)
- FASTDATA EE does not match STARS-FL (5)
- FASTDATA OOC does not match STARS-FL (6)
- FASTDATA commitment does not match STARS-FL (7)
- FASTDATA obligation does not match STARS-FL (8)
- FASTDATA accounts payable/receipt does not match STARS-FL (9)
- FASTDATA expenditure does not match STARS-FL (10)
- FASTDATA cost does not match STARS-FL (11)

Questions to consider with each error message:

1. FASTDATA (FD) document not found in STARS-FL.

- a. Have the transactions been sent from FD Site to the Fund Administrator?
Research the Transaction History Report. If the transactions do not include a Y in the EXP (Export) field, they have not been sent from the Site to the FA for transmission to STARS-FL.
- b. Have the transactions been sent from the Fund Administrator to STARS-FL?
Research the Accounting Batch by Date Report. If the document is found, it will be sent to STARS-FL in the next scheduled export.
- c. Are transactions suspended at the Fund Administrator?
Research the Suspended Accounting Transactions. If the transaction is displayed, unsuspend it so it will flow to STARS-FL.
- d. Did the document batch fail to process in STARS-FL?
Search File Inventory to validate that the batch that contained the transactions was sent to STARS-FL successfully. (Processed or Unprocessed). Seek out other documents from this file that may not have been recorded.
- e. Is the document in STARS-FL under FASTPATH "TEXV" exception?
If so, it has not processed to the document cost tables yet. This needs to be reviewed and reprocessed for it to show in the STARS-FL FASTPATH "RDOC" showing the document transaction history and affecting the cost of the document.

2. STARS-FL document not found in FASTDATA.

- a. Did the document batch fail to process in FASTDATA?
Search File Manager/File Inventory. The markings of Processed or Unprocessed will show if the files successfully processed.
- b. Was the document manually input into STARS-FL?
Use FASTPATH "RDOC" in STARS to view the document. If the initial transaction has a USERID, the document was manually input. Have a Site user enter the document, but then suspend it so that it will not flow to STARS and create a double obligation. At the FA, purge the transaction from the Suspended Accounting Transactions.
- c. If the document has other than an AA ACRN, was it input in FD as ACRN AA and possibly moved to another ACRN in STARS-FL?
If so, document/ACRN must be input at the Site. One method is to use the File Manager/Maintain Susp Ext Trans/Standard B1/Correct External transactions path and use the INSERT feature to enter the transaction with the document/ACRN as shown in STARS.
- d. Is the Job Order Number in FASTDATA?
If not, add the JON and release it to the Site. Have the Site user then enter the document and suspend it so that it doesn't flow to STARS-FL. At the FA, purge the transaction from the Suspended Accounting Transactions. Verify that the document is not in an error file that did not process into the Site due to the JON not being available in FASTDATA. If so, reprocess the file to load the document into the Site.
- e. Is it a travel or MPC document?
Travel and MPC documents that fail FD validation are suspended at the Site level. Access the File manager/Maintain Susp Ext Trans and then select the appropriate file type to correct the suspended transaction. Review the reason for suspension, correct the issue, and Reprocess the transactions to clear them from the suspense file. These suspended transactions will affect your RECON between STARS-FL and FD for those documents.
- f. Is it a travel or MPC document that posted to STARS-FL in less than four business days prior to the date of the Reconciliation report?
There may be a time lag of approximately three to four business days for travel and MPC documents to post into FASTDATA. It is recommended that you wait four business days before any manual input. View the transaction date in STARS-FL to determine if it falls within this time lag and may be causing the RECON problem.
- g. Is the document the result of a cost transfer?
JON level cost transfers (not recommended because of difficulty to trace) performed in STARS-FL do not flow to FASTDATA. If done, they will cause mismatches on the RECON with different JONs in both systems and other possible errors.

3. STARS-FL JON not found in FASTDATA.

- a. Is the Job Order Number in FASTDATA?

If not, add the Job Order and release it to the Site. Have a Site user enter the document and then go to Transaction Suspension. At the FA, purge the transaction from the Suspended Accounting Transactions.

If the Job Order Number is in FASTDATA, verify all elements with STARS-FL for a mismatch and correct the Job Order in the appropriate system. Release the JON to the Site. Have a Site user enter the document, and then go to Transaction Suspension. Purge the transaction from Suspend Accounting Transactions.

4. FASTDATA JON does not match STARS-FL.

- a. Is the JON listed on the Action Item Listing under Unacknowledged Job Order Numbers? Identify the error message and correct as necessary.

5. FASTDATA EE does not match STARS-FL.

- a. Is the EE in STARS-FL correct?

On the FASTDATA Correction after Export Screen at the Site, use the dropdown arrow to select the correct expense element to match STARS-FL. Remove the check mark at the bottom of the page so the change will not flow to STARS-FL since you are making the element match STARS-FL.

- b. Is the EE in FASTDATA correct?

Update the EE in STARS-FL to reflect the correct value (FASTPATH: TAR).

6. FASTDATA OOC does not match STARS-FL.

- a. Is the OMB Object Class in STARS-FL correct?

At the Site, go to documents/Update Document. When the correction after export screen appears, update the OMB Object Class on the ACRN. Remove the check mark at the bottom of the page so the change will not flow to STARS-FL since you are making it match STARS-FL.

- b. Is the OMB Object Class in FASTDATA correct?

Update the OOC in STARS-FL to reflect the correct value (FASTPATH: TAR).

7. FASTDATA commitment does not match STARS-FL.

- a. Are all commitments listed in both FASTDATA and STARS-FL?

Compare the Trans History Rpt in FD with FASTPATH: RDOC in STARS. Perhaps the SPS file obligated the document in STARS and the commitment remains in FD. To correct this situation have the Site user select Document/Contract Process - New and enter the Contract number to move the commitment to obligation.

Since the obligation is already posted in STARS, also have them go to Trans Suspension to annotate the transaction that is already posted in STARS-FL. Upon saving, it will flow to the FA and Suspend. The FA will purge so it does not flow to STARS-FL.

The same situation can exist with a NC2275 "WR" document where the RECON reflects the STARS-FL obligation that matches the FASTDATA Commitment. If this occurs, have the Site user go to Documents/Accept document and accept the work request to move the CM to AO. Then go to Transaction Suspension and suspend the transaction from flowing to STARS-FL since it is already there.

b. Is there a missing commitment in FASTDATA?

At the Site, update the document and use the correction after export screen to mark it to NOT export to STARS-FL, or create an amendment to record the transaction in FASTDATA. Go to Trans Suspension and include the suspension reason with check mark and SAVE. At the FA, purge from the Suspended Accounting Transactions.

c. Is there a missing commitment in STARS-FL?

Go to FASTPATH: TEXV to see if the 915 transaction is in the transaction exceptions. If so, process the transaction. Also verify that there is not a missing batch from FASTDATA to STARS-FL. If nothing is found, enter a new commitment in STARS-FL.

d. Is only the commitment amount mismatched?

For FASTDATA, have the Site user perform either a correction after export or an amendment to adjust the commitment amount if necessary. Then, have him go to Transaction Suspension to suspend. At the FA, purge the transaction from the Suspended Accounting Transactions. For STARS-FL, manually enter a new commitment to adjust the commitment amount. If STARS-FL has an SPS commitment plus a FASTDATA commitment, manually adjust the commitment in STARS-FL to clear the duplication.

8. FASTDATA obligation does not match STARS-FL.

a. Has a final receipt or expenditure been posted in FASTDATA?

If not, at the Site, either accept the document or enter the contract to record the obligation in FASTDATA. Go to Transaction Suspension and annotate the reason to suspend; at the FA, purge the transaction. If your correction is made on the UPDATE Documents Correction after Export screen, you can take the check mark off the export to STARS-FL feature so it will not flow to STAR-FL.

b. Does STARS-FL have an SPS obligation plus a FASTDATA obligation recorded?
If so, manually adjust the STARS-FL obligation so that the two systems match.

9. FASTDATA accounts payable/receipt does not match STARS-FL.

- a. Has a final expenditure been posted in FASTDATA?

If not, at the Site, enter the receipt to record the transaction in FASTDATA and then, go to Utilities/Suspend transaction to request that the transaction not flow to STARS-FL. At the FA, purge the transaction from the Suspended Accounting Transactions.

MPC CREDIT CARD documents will no longer flow into FASTDATA as a 540 obligation (AO) record and into STARS-FL as a 510 Accounts payable. If the dollar amounts match but they are in two different categories on the recon report, then this situation will correct itself once the 610 expenditures post in both systems. This should only affect the MPC documents prior to converting to FASTDATA Web.

Receipts posted in FASTDATA after the expenditure posts will cause an out of balance on the RECON report.

- b. Is the Cost in FASTDATA and STARS-FL the same showing the difference as zero; but the FASTDATA obligation amount is equal to the STARS-FL Accounts Payable/Receipt amount?

When STARS One Pay processes an invoice, it generates a 510 Accounts Payable/Receipt in STARS and clears the obligation. This will remain in this condition until the 610 expenditure posts in STARS-FL and the EV posts in FASTDATA. Then the RECON will clear this transaction.

10. FASTDATA expenditure does not match STARS-FL.

- a. Is the expenditure suspended at the Fund Administrator?

Review the Suspended Expenditure Report to see if the transaction is suspended in the FA. If so, reprocess the suspended transaction, and it will flow to the Site to clear the RECON. Review the active expenditure suspension rules that may be preventing expenditures from being posted at the respective Site(s).

- b. Is the expenditure suspended at the Site?

At the Site, access Utilities/Correct Expenditure to correct the expenditure. Or, return the expenditure to the FA to be assigned a correct JON.

- c. Is the 610 that posted in STARS-FL older than a couple days?

Review the FASTPATH: RDOC in STARS-FL to see what the posting date of the 610 is. If less than a couple days, it could be a timing issue in the expenditure flow from STARS-FL to FASTDATA. If it is an older transaction and not in the FA or Site suspended expenditures, input a manual Expenditure to match with the 610 in STARS.

11. FASTDATA cost does not match STARS-FL.

- a. Have the transactions been sent from FASTDATA Site to the Fund Administrator?

Research the Transaction History Report. If the transactions do not include a batch number, the transactions have not been sent from FASTDATA Site to the Fund Administrator for transmission to STARS-FL.

- b. Are the transactions suspended at the Fund Administrator?

Research the Suspended Accounting Transactions to see if there is a rule set up to suspend the transactions. If they need to go to STARS-FL to put the document in sync, take the suspension off and allow it to flow in the next batch.

- c. Did the document batch fail to process in STARS-FL?

Search the File Manager/File Inventory to verify the transactions show as processed. In STARS-FL, seek out other documents from this file that may not have been recorded. Check STARS-FL in the FASTPATH.TEXTV exception report to see if the transaction is suspended there. If so, correct and reprocess so it will reflect in FASTPATH: RDOC and affect the document cost tables.

- d. Does the Expenditure and Cost in STARS-FL match, and the Expenditure in FASTDATA match STARS-FL also?

If the STARS-FL final expenditure and final cost both match the expenditure, review the Transaction History Report to see if the COST showing at the document status matches the STARS-FL COST. If the liquidation in FASTDATA shows it is different than the Transaction History report and the Document Status Summary, then do a \$1.00 FINAL expenditure and a \$-1.00 FINAL expenditure to put the two back into sync. Then go to the REPORTS/Liquidated Document Report and pull up the document number. If the STARS-FL projected Cost now shows a match to the FASTDATA Cost, then the document will clear off the next RECON report. This type of error occurs most frequently with Travel Orders (TO) and Credit Card (CC) documents.

Note: As a general rule what STARS-FL pays/expends is correct. The exceptions are rare and are usually very noticeable.

Research Tools

1. In FASTDATA the research tools to reconcile the documents include:

- Transaction History Report
- Document Status Summary
- Liquidated Document Status Log

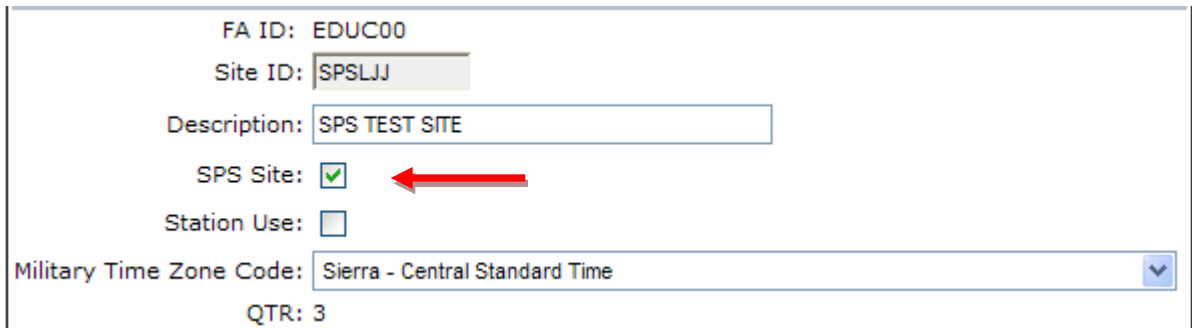
2. In STARS-FL the research tools would include:


- FASTPATH TEXTV (exception report)
- FASTPATH RDOC, document cost log in STARS-FL

APPENDIX E - STANDARD PROCUREMENT SYSTEM (SPS)

INTERFACE FOR DODEA ACTIVITIES ONLY

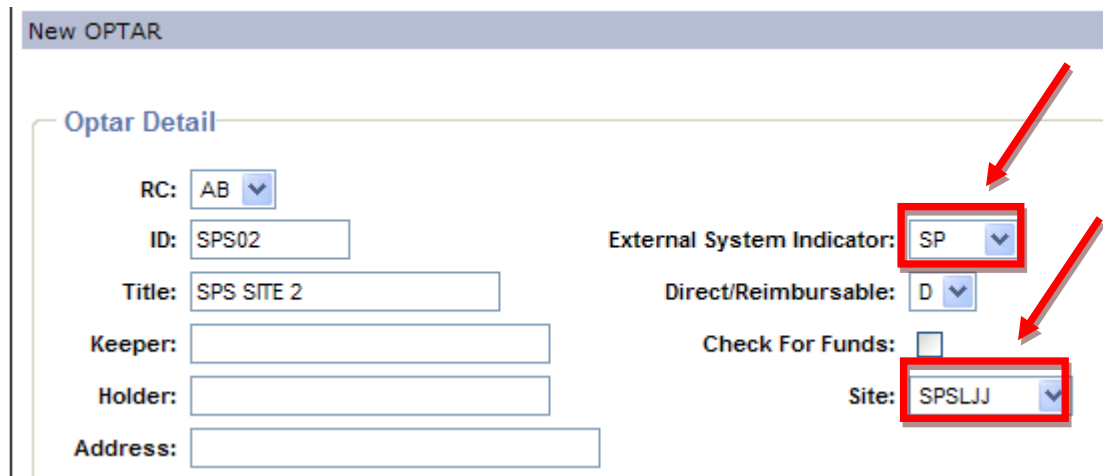
When a System Administrator establishes a Site, an option exists to designate the Site as an “SPS Site” indicating that the Command desires an interface with the Standard Procurement System (see screen below). SPS creates contracts against FASTDATA requisition documents and forwards that information to an official accounting system (STARS-FL or WAAS).



FA ID: EDUC00
Site ID: SPSLJJ
Description: SPS TEST SITE
SPS Site: ☒ 
Station Use: ☐
Military Time Zone Code: Sierra - Central Standard Time
QTR: 3

System Administrators must also ensure that users who will be expected to create documents associated with the interface are associated with an SPS Site and a Site Group. This is accomplished using “Role Assignment” and “Site Group Assignment.”

Fund Administrators who wish to use the SPS interface will set up an OPTAR with an External System Indicator of SP and an association with an SPS Site.

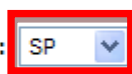





New OPTAR

Optar Detail

RC: AB
ID: SPS02
Title: SPS SITE 2
Keeper:
Holder:
Address:

External System Indicator: SP
Direct/Reimbursable: D
Check For Funds:
Site: SPSLJJ

Fund Administrators must also set up a Serial Range with an RC/OPTAR/Ext System field associated with the SPS OPTAR, resulting in a section of the Serial Details screen entitled **DoDAAC**. Fields in this section are described below the figure.

The Requisitioner UIC and Procurement Office UIC are required and the Mail Invoices To UIC and Ship To UIC are optional. All fields are 6-position alphanumeric characters. In the Document Types area of the screen, the contractual documents types are enabled. The applicable document is checked (NC2276 below) and the Serial Range is saved and released to the Site.

Serial Details

Serial

Site: SPSLJJ Description: SPS RANGE **RC/OPTAR/Ext System** AB / SPS02 / SP

Beginning Serial: SP001 Ending Serial: SP050 Last Serial: 00000

SDN UIC: EDU00 Deactivate:

Service Code: N - Navy Activities (excluding Marine Corps)

DoDAAC

Requisitioner UIC : SP0034 Procurement Office UIC : SP0035

Mail Invoices To UIC: Ship To UIC:

Document Types

☐ MILSTRIP ☐ DD1155 ☐ CREDIT CARD All SDN Documents

☐ DD448 ☐ NC2275 ☒ NC2276 ☐ NC2276A

☐ DD282 ☐ NAVPERS 1320/16 ☐ DD1610 ☐ SF44

☐ SF182 ☐ DD1556

☐ SF1164 ☐ MISCELLANEOUS ☐ DD1149 Reset

Requisitioner UIC – A mandatory 6-position alphanumeric field that **must** exist at the SPS Site as a valid Site Address key, with the applicable address box checked for the document the Site user wishes to create. See the example below for the NC2276:

New Address			
Address			
MILSTRIP Key (3 position)* <input type="text"/>	Name/Activity <input type="text" value="SPS ADDRESS"/>	Telephone <input type="text"/>	
SDN Key (5/6 position)** <input type="text" value="SP0034"/>	Address Line 2 <input type="text" value="1 SPS LANE"/>	Title <input type="text"/>	
	Address Line 3 <input type="text" value="SPS, NEW YORK"/>	BPN <input type="text"/>	
	Address Line 4 <input type="text"/>	DUNS NUMBER <input type="text"/>	
		Cage Code <input type="text"/>	
Options			
Credit Card <input type="checkbox"/> Accepting Official	DD1131 <input type="checkbox"/> Accepting Official <input type="checkbox"/> Disbursing Officer <input type="checkbox"/> Receiving Activity ** <input type="checkbox"/> Receiving Official	DD1149 <input checked="" type="checkbox"/> From <input checked="" type="checkbox"/> Ship To <input type="checkbox"/> Signature <input checked="" type="checkbox"/> To	DD1155 <input type="checkbox"/> Administered By ** <input checked="" type="checkbox"/> Contractor <input type="checkbox"/> Issued By ** <input checked="" type="checkbox"/> Payment Made By ** <input type="checkbox"/> Officer ID <input type="checkbox"/> To **
DD1348-6 <input checked="" type="checkbox"/> Manufacturer ** <input checked="" type="checkbox"/> Requisitioner ** <input type="checkbox"/> Routing ID *	DD1556 <input type="checkbox"/> Authorizing Official <input type="checkbox"/> Supervisor <input type="checkbox"/> Training Officer <input type="checkbox"/> Accepting Official <input checked="" type="checkbox"/> Billing ** <input checked="" type="checkbox"/> Training Source ** <input checked="" type="checkbox"/> Organization **	DD282 <input checked="" type="checkbox"/> Billing ** <input type="checkbox"/> Consult <input type="checkbox"/> Deliver ** <input type="checkbox"/> Notify <input type="checkbox"/> Ordering <input type="checkbox"/> Send	DD448 <input type="checkbox"/> Accepting Official <input type="checkbox"/> Authorizing Official <input checked="" type="checkbox"/> Billing ** <input checked="" type="checkbox"/> From ** <input checked="" type="checkbox"/> To **
NC2276 <input type="checkbox"/> Accepting Official <input type="checkbox"/> Authorizing Official <input checked="" type="checkbox"/> Billing ** <input type="checkbox"/> Contact <input checked="" type="checkbox"/> From ** <input type="checkbox"/> To **	NC2276A <input type="checkbox"/> Accepting Official <input type="checkbox"/> Authorizing Official <input checked="" type="checkbox"/> Billing ** <input type="checkbox"/> Contact <input checked="" type="checkbox"/> From ** <input type="checkbox"/> To **	SF1034 <input type="checkbox"/> Approving Official <input type="checkbox"/> Authorizing Official <input type="checkbox"/> Billing ** <input type="checkbox"/> Department **	SF1164 <input type="checkbox"/> Claimant <input type="checkbox"/> Department

Procurement Office UIC - A mandatory 6-position alphanumeric field that is used for routing.

Mail Invoices to UIC – An optional 6-position alphanumeric field that, if entered, will populate the MAIL INVOICES TO (Block 12) of the NC2276 when it is created and it must be a valid Site Address key.

Ship to UIC - An optional 6-position alphanumeric field that, when entered, is sent to SPS in the outbound file. **Note** (not for manuals or Help Files): Outbound format is EDI511R; inbound format is B1.

When a Site user assigned to an SPS Site creates an NC2276, using a serial range citing an SPS OPTAR, an automated transaction (CM, 915) will be sent to SPS. That transaction will result in an obligation being sent from SPS to WAAS. WAAS will then provide the resulting SPS contract obligation to FASTDATA in the DTS/SPS interface.

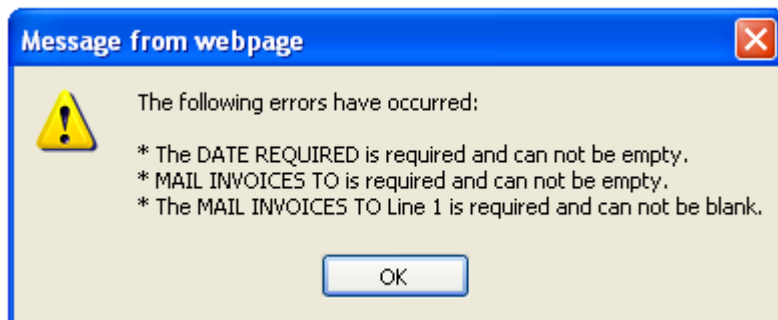
There is a new automated job, as shown below, that will forward the purchase requests to SPS:

N	Send Purchase Request to SPS.	-Never-	MIN	0:00	5.0
N	Send RC Funds Authorizations (110) to STARS-FL.	-Never-	MIN	0:00	30.0
N	Send expenditures to the Site(s).	10/01/2010 11:11:11	MIN	0:00	5.0

When the Site user creates an SPS NC2276, there are some special requirements that must be met. The following items are required on a Line Item:



When saving the NC2276 document, the following are required:



A new report entitled "Procurement Data (SPS) Report" is available at both the FA and Site and will include a list of documents sent to SPS and documents ready to be sent. Initiations will not be reported.